

## Job Description

**Department:** People and Communities

**Division/Section:** Peterborough Pathways

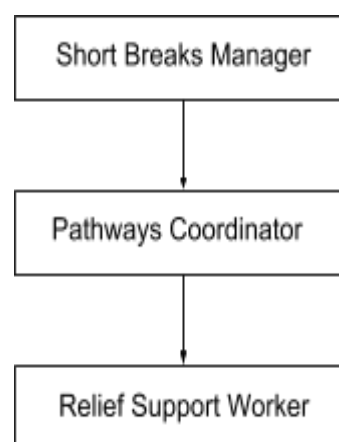
**Job Title:** Relief Support Worker

**Post No:**

**Grade:** 7

**Reports to:** Short Breaks Manager

**Organisation Chart:**



Show immediate manager and any jobs reporting to this post.

<b>DBS Check?</b>	<b>Basic</b>	<b>Standard</b>	<b>Enhanced X</b>	<b>None</b>
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	<b>Yes</b>		<b>No X</b>	
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b>			
	<b>No. of indirect reports: 0</b>			
<b>Size of budget: state whether accountable for (i.e. budget holder) or accounting for (e.g. monitoring)</b>	N/A			

**Job Purpose**

To provide community based support to children and young people with complex disabilities between the ages of 5 and 18. This includes children and young people with learning disabilities, profound and multiple learning disabilities, sensory impairments, autism, ADHD and associated health needs.

### **Main Duties & Responsibilities**

To provide day to day physical, emotional and social support for children and young people using the service and to ensure that their needs are paramount at all times. Relief Support Workers will undertake this role in the child's/young person's own home and within the community.

To administer medication as prescribed and directed and in accordance with agreed health protocols and appropriate training.

To develop and sustain effective working partnerships with a number of disabled children/young people and their families, advising and acting as an advocate to ensure that they receive appropriate levels and standards of individual care and support. To develop links with the local community and its resources to the benefit of individual children/young people.

To work in partnership with social care teams, health professionals and other professionals within partner agencies and in accordance with current legislation and departmental guidance.

To attend and participate in introductions, planning meetings, reviews and other meetings as required to promote the welfare of children/young people.

To maintain standards of recognised good practice at all times when working with individual children/young people, acting as an appropriate role model/befriender to help assist with their life and social skills and independence according to their age and ability.

To follow safeguarding procedures in line with good practice and departmental policies and advise the Pathways Co-ordinator or Short Breaks Manager of any concerns.

To prepare for and participate in formal supervision sessions and annual appraisals.

To maintain and produce required records and reports according to the service's policies and procedures.

To respect and maintain confidentiality in relation to and between service users.

To attend an initial induction session and ongoing training to enhance skills and knowledge required for the post. To commit to continued professional development as a Relief Support Worker to stimulate learning and good practice.

To be able to work independently or as part of a team according to individual care packages. To be available to work flexible hours, this will include early mornings, evenings, weekends and school holidays.

To incorporate Peterborough City Council's policies relating to equal opportunities and anti-discriminatory practice into everyday working practice and to challenge discrimination and prejudice whenever this occurs. To ensure appropriate opportunities are made available to meet/assist with cultural and spiritual needs.

It is expected that all the above duties and responsibilities are agreed and Relief Support Worker should be flexible to meet the needs of the service.

### **Generic Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

### **Flexibility Clause**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other departments.

### **Various Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**COMPLETED BY: Claire Young & Claire Watts**

**Date: 24.05.18**

## Person Specification

**JOB TITLE:**  
 Support Worker  
**GRADE:**

**POST NO:**

**DEPARTMENT:**  
 People and  
 Communities

**HOURS:** Variable

**DIVISION:**  
 Peterborough  
 Pathways

**DIRECTOR:**  
 Wendi Ogle  
 Welbourn

**DATE:** 25.05.18

**COMPLETED BY:**  
 Claire Watts &  
 Claire Young

<b>KNOWLEDGE</b>	<p>Knowledge and understanding of child development &amp; children/young people`s physical, social and emotional needs.</p> <p>Knowledge of confidentiality requirements relevant to the role. (A &amp; I)</p>	<p>Knowledge of the needs of children/young people with disabilities and their families.</p> <p>.</p>

<b>SKILLS &amp; ABILITIES</b>	<p>Ability to communicate verbally &amp; in writing.</p> <p>Computer literacy skills</p> <p>Good communication skills when relating to children/young people and their families.</p> <p>To be able to empathise with families and to be sensitive to their individual circumstances</p> <p>Maintain a safe environment.</p> <p>Work as part of a team and independently.</p> <p>Encourage socialisation &amp; independence in a variety of settings.</p> <p>To have good interpersonal skills</p> <p>Ability to work within agreed policies and procedures and use judgement appropriately (A &amp; I)</p>	<p>Record and report writing skills.</p> <p>Have confidence to take the lead and make decisions in complex situations.</p> <p>An ability to manage challenging behaviour constructively and undertake the safe moving and handling of disabled children</p> <p>Ability to administer medication appropriately as prescribed and directed</p>
<b>EXPERIENCE</b>		<p>Previous experience of working with children and young people within a</p>
		<p>nursery, school or community setting</p> <p>Previous experience of working with children/young people with disabilities.</p>
<b>QUALIFICATIONS</b>	<p>A to C Grade English GCSE (A&amp;I)</p> <p>A to C Grade Maths GCSE (A &amp; I)</p>	<p>Childcare qualification or equivalent.</p> <p>National Diploma 3 Health and Social Care or equivalent qualification</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Candidates must be able to work to policies and procedures according to the post.</p> <p>Agreement to work flexible hours to include early mornings, evenings, weekends and school holidays.</p> <p>Candidates must be able to undergo training relevant to the role (A &amp; I)</p>	<p>Current driving license</p>
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A &amp; I)</p>	

<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	
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*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*