

## CAMBRIDGESHIRE COUNTY COUNCIL

### PERSON SPECIFICATION

**Job Title:** Community Support Worker

**Directorate:** People Services

**Service:** Community Support Service

**Reports to:** Community Support Coordinator / Assistant Coordinator

**Grade:** Scale 3/4

**Location:** Countywide (East Cambs & Fenland, Cambridge City & South and Huntingdonshire)

**Hours:** Relief

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### Essential:

- Diploma / NVQ 2 or equivalent in Childcare related subject or willing to work towards

##### Desirable:

- 5 GCSE's at Grade 4 (previously Grade C) or above
- Diploma / NVQ 3 Childcare related subject or equivalent.

#### **Knowledge & Experience**

##### Essential:

- Experience of working with children and young people or with adults with a disability.
- Understanding of the principles and limits of confidentiality.
- Awareness of the impact of oppression and discrimination upon disabled people.
- Understanding of the significance of safeguarding for all children and young people and experience of implementing safeguarding procedures.

Desirable:

- Experience of working with children and families with wide a range of complex needs
- Understand the impact of disability on child development.
- Working knowledge of theory and good practice in recording and reporting.
- Show confident understanding and knowledge of the importance of adherence to service principles, policies and procedures.
- Awareness of the impact of disabling barriers for the child and the family.
- Understand and promote the principles of Inclusion.

**Skills & Attributes**

Essential:

- Able to work within professional boundaries and ability to work effectively with other professionals.
- Able to seek and use professional support appropriately.
- Able to show respect for other's feelings, views and circumstances.
- Excellent interpersonal skills, including listening, verbal and communication
- Able to communicate and build rapport with both children and young people with varying needs, and their families.
- Experience of appropriate information sharing.
- Experience of working independently, to organise and effectively plan own work load and appropriate activities.

Desirable:

- Realistic appreciation of the challenges of working with disabled children and young people.
- Ability to mentor colleagues and peers
- Commitment to personal development. Regular attendance of supervision and training courses to ensure current and relevant knowledge
- Ability to use own initiative whilst working within the limits of the role.

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**Job Title:** Community Support Worker

**Directorate:** People Services

**Service:** Community Support Service

**Reports to:** Community Support Coordinator / Assistant Coordinator

**Grade:** Scale 3/4

**Location:** Countywide (East Cambs & Fenland, Cambridge City & South and Huntingdonshire)

**Hours:** Relief

#### **Job Purpose:**

To support families by delivering a Community Support Service to children with physical and learning disabilities. To provide short breaks through one to one and group activities both within the home and inclusively within the local community. To do this within the frameworks, policies and procedures set out by the Department and national agencies.

#### **Principal Accountabilities**

1. Carry out direct work with disabled children and young people on a 1:1 or 2:1 basis or within a group setting. This may include running and organising a group, providing personal care such as toileting, bathing, changing, moving and handling and assisting with eating and drinking. The support may be to encourage and support the young person with independence and socialisation skills. [60%]
2. Complete reports, recording all work undertaken including administration of medication, incident, accident, behaviour and body map forms. To provide reports and attend reviews and meetings relevant to individual young people as required, liaise where appropriate with families, parents, carers and other professionals involved with a young person. [10%]
3. Prepare for, attend and participate in 1:1 and group supervision and training sessions, and support the culture of continuous improvement and personal development. [10%]
4. Manage own workload and timekeeping and inform parent/carers and Community Support Co-ordinator of any change in circumstances. [5%]
5. Monitor the overall situation relating to the child/young person and alert the Co-ordinator /Assistant Co-ordinator to any issues relating to the welfare of the child, parent/carer and/or staff. [5%]

6. Administer medication and undertake appropriate delegated nursing tasks following adequate training and support. [5%]
7. Where appropriate undertake office duties such as booking system and filing and carry out tasks that may be deemed appropriate to the post. [5%]