

Job Description

Job Title: Community Support Worker

Grade: 3/4

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

Hours: Relief

Overall purpose of the job

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.

Main accountabilities

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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, 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.	Ability to manage own workload and timekeeping and inform parent/carers and Community Support Families Co-ordinator or Assistant 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%]
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 2 Diploma or equivalent or willing to work towards	Childcare related	Essential
5 GCSE's at Grade 4 (Previously Grade C) or above		Essential
Level 3 Diploma or equivalent	Childcare related	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Essential/ Desirable
Experience	
Experience of working with children and young people or with adults with a disability.	Essential
Experience of working with children and families with wide a range of complex needs	Desirable
Knowledge	
Understanding of the principles and limits of confidentiality.	Essential
Awareness of the impact of oppression and discrimination upon disabled people	Essential
Understanding of the significance of safeguarding for all children and young people and experience of implementing safeguarding procedures.	Essential
Understand the impact of disability on child development.	Desirable
Working knowledge of theory and good practice in recording and reporting.	Desirable
Show confident understanding and knowledge of the importance of adherence to service principles, policies and procedures.	Desirable
Awareness of the impact of disabling barriers for the child and the family.	Desirable
Understand and promote the principles of Inclusion	Desirable
Skills	
Able to work within professional boundaries and ability to work effectively with other professionals.	Essential

Able to seek and use professional support appropriately.	Essential
Able to show respect for other's feelings, views and circumstances.	Essential
Excellent interpersonal skills, including listening, verbal and communication	Essential
Able to communicate and build rapport with both children and young people with varying needs, and their families.	Essential
Experience of appropriate information sharing.	Essential
Experience of working independently, to organise and effectively plan own work load and appropriate activities.	Essential
Realistic appreciation of the challenges of working with disabled children and young people.	Desirable
Ability to mentor colleagues and peers	Desirable
Commitment to personal development. Regular attendance of supervision and training courses to ensure current and relevant knowledge	Desirable
Ability to use own initiative whilst working within the limits of the role.	Desirable
Equality, Diversity and Inclusion - Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding - Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

Work type

What work type does this role fit into?	Fixed	Hybrid	Field ✓	Remote	Mobile
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