**JOB DESCRIPTION**

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| **Post Title** | Robins Child & Young Persons Support Worker (Unqualified) |
| **Responsible to** | Team Leader/Shift leader  |
| **Place of Work** | Robins - Residential and Short Breaks Service, Dartington |
| **Responsible for** | N/A |
| **Main Purpose of Job** |
| * To work individually with children and young people and as part of a wider team to deliver the very best short breaks and residential services for children and young people with learning disabilities and/or complex needs
* To provide safe, high quality and effective child-centred and needs-led support and care to enable children and young people to achieve their goals, targets and aspirations as in line with their care plan, placing authority requirements and individual agreed targets and outcomes
* Ensuring ‘Children First’ and being ambitious for those we serve alongside evidencing best practice at all times underpins Robin’s values, service design and delivery and expectations of all who work at Robins
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| **Responsibilities** |
| * Provide highest quality and aspirational individual support and care services to the young people who stay at Robins as outlined in their needs and risk assessments and care plans, Robins Statement of Purpose, placing authority requirements and Children Home Regulations and Quality Standards 2015
* Ensure achievement of individual outcomes are evident in supporting children and young people on a day-to-day basis so individual progress can be captured, recorded and celebrated within the daily record to inform care reviews, targets and measuring progress
* Support for children and young people with all aspects of personal care, well-being and personal hygiene as required respecting and evidencing privacy and dignity at all times
* Support young people to choose and undertake activities at robins and within the community in line with their care plan and aspirations, risk assessments and those that will also support and evidence their ‘preparation for adulthood’ outcomes
* Support and enable the young people to participate safely in appropriate leisure activities.
* Support young people on occasions on off-site residential breaks if required
* Maintain clear, appropriate and accurate written records for the young people to a high standard and in accordance with Lifeworks policy and practice standards including daily outcome records and incident and accident reports
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| * Be a supportive team player and professional role model for other staff, mentoring new support workers as required
* Assist with assessments, reviews and planning, recognising and recording achievements and changing needs as directed by your Team Leader and/or Robin’s senior management.
* Participate in supporting key working responsibilities as directed by Team Leader which may include being an advocate for specific young people and liaise professionally with families/ carers, schools and other appropriate agencies if required
* Encourage and support the children and young people in all aspects of their lives and look for and record positive outcomes and achievements no matter how small they may be.
* Assist with the personalisation of the young person’s living space and their daily house-hold chores if required
* Drive Lifeworks or other authorised vehicles where necessary (subject to qualification, insurance, training and authorisation).
* Undertake training as necessary to remain compliant with all mandatory training requirements ensuring your continuous professional development and training supports best practice in the role and meets appraisal objectives.
* Complete a Diploma at Level 3 in either Children and Young People or Health and Social Care within the first two years of employment.
* To participate fully as a team member and attend and report at staff meetings as required.
* Adhere to safeguarding, health & safety and equal opportunities legislation and best practices recognising and responding to the diverse needs of children and young people at all times
* Communicate with the young people effectively and appropriately at all times using a variety of communication methods (ie. Makaton)
* To actively promote the ethos and values of the service and Lifeworks in general whilst working within the policies and procedures of the organisation
* To keep up-to-date and comply with relevant legislation and good practice supporting Robins as being a learning organisation
* To ensure strict compliance with confidentiality, data protection and information sharing policies at all times
* To adhere to Lifeworks professional code of conduct and represent the organisation both internally and externally in the highest professional regard at all times
* Awareness of role boundaries
* Carry out other work commensurate with position as required

**This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the postholder and their manager.** **Job descriptions should be reviewed at least annually at the appraisal meeting.****The post holder’s duties must at all times be carried out in compliance with the Company’s policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equal Opportunities and Diversity Policy and the Health & Safety Policy.** |

**PERSON SPECIFICATION**

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum required standard, D = Desirable

**Support Worker (Unqualified)**

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| **Criteria** | **E/D** |
| **Knowledge/Qualifications** |
| * In accordance with Children Home Regulations 2015 applicants must be 21 years or over to be able to work at Robins and/or at least 4 years older than the oldest child
* Must complete the Diploma in Children and Young People Level 3 award within 2 years of joining as per children home regulation requirement
* A good general education will be required of the post holder, with good literacy and numeracy skills and basic IT skills
* Children & Young People professional short courses that are relevant to the role i.e. Autism Awareness, Team Teach; Total Communication; Safeguarding;
* Experience of working with young people with complex additional needs such as learning disability, autistic spectrum disorders, medical and physical needs and/or behaviour that challenges
* Recent experience of working with people with learning disabilities within a residential and/or short breaks setting, ideally in a child/youth environment
* Are deemed suitable to work with children, in-line with current legislation and Lifeworks policy and procedure for ‘Safer Recruiting’
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| **Skills** |
| * Good communication skills
* Be able to complete necessary paperwork in an accurate, timely and professional manner
* Ability to communicate effectively with young people, parents and professionals
* Familiar with person centred care planning
* Ability to work as part of and promote effective team work
* Ability to deal with challenging situations and be able to make decisions independently and seek guidance when required

 * The ability to travel for training and to support the children and young people in accessing their community
* Non-verbal communication skills (ie. Makaton, PECS, BSL)
* Experience of working in a team and the ability to act on their own initiative.
* Be able to show an understanding of risk assessments for individuals and activities, knowledge of safeguarding children procedures.
* A confident, empathic, caring and friendly manner
* Knowledge of the Children Home Regulations and Quality Standards (April 2015)
* A reflective practitioner thereby a willingness to learn and to develop and improve own and the services practice
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| **Key Contacts** |
| **Internal: Management, Supervisors, Colleagues, Young People****External: Parents, Social Workers, Health Professionals** |