



Job Description – Children’s Support Worker

Key Role

EnhanceAble Support Workers provide high quality assistance to children with disabilities. They ensure that all their work is responsive to each child’s needs and that they are professional and act in accordance with EnhanceAble’s philosophy at all times.

Service User Centred Responsibilities

- To develop strong professional relationships with children and their families to enable you to meet their individual needs, particularly including the following: gender, age, cultural needs, and personal interests.
- To monitor service user’s needs and to judge how effectively they are being met on an ongoing basis.
- To liaise with other professionals and agencies as appropriate for the well being of the children, including participation in care planning and reviews, providing written reports as required.
- To maintain contact with families or carers of children.
- To maintain accurate and comprehensive records relating to children (including care plans), upholding the principles of good record keeping.
- To provide all personal care in line with risk assessments and with dignity and respect.

Education and Skills Development

- To encourage and support children in their individual aims, with particular regard to educational, leisure and skills development opportunities.
- To support children in finding new opportunities and accessing them.
- To undertake skills development work with individuals as they and their Support Plan requires.

Team Responsibilities

- To work as part of a team providing input and support to promote an effective and efficient service, responsive to service users.
- To liaise with the rest of the team with regards to children’s changing needs and wishes.
- To attend and contribute to staff meetings.
- To attend regular supervision.
- To carry out all duties in accordance with the organisation’s policies and practices, particularly regarding Health and Safety at Work, Safeguarding and Equal Opportunities.
- To recognise the limitations of your own skills and knowledge and to involve others with more expertise as appropriate.

Training

- To work with your manager to identify your training needs, and participate in classroom and online training courses to meet the individual, team, organisation and national objectives.
- To participate in training and induction of staff.



General

- To attend work promptly, reliably and fit to perform all necessary tasks
- To provide personal care to children as required. This will include supporting in the toilet, bathroom and bedroom.
- To follow risk assessments in the above work.
- To assist children at meal times as required; this will include giving one to one support whilst eating, support in choosing and support in cooking foods
- To carry out administrative duties as determined by the post, including maintaining accurate and comprehensive records.
- To advise managers of any outstanding equipment or maintenance requirements.
- To be willing to undertake any additional reasonable responsibilities in order to ensure the smooth running of the organisation.
- To carry out general cleaning duties such as washing up, laundry and maintaining the cleanliness of the property.
- To be familiar with and comply with the standards and conditions of practice set by CQC/Ofsted.
- To work the shifts specified in your offer letter and contract

Amendments to this Job Description

The duties of this post will change and develop over time. The CEO/HR Manager will regularly review this job description in conjunction with the post holder.



Person Specification

1. Able to attend work promptly, reliably and fit to perform all necessary tasks and elements of the post.
2. Achievement of, or willingness to work towards, NVQ level 3 with children or an equivalent or higher qualification.
3. Basic IT skills, especially word.
4. Excellent time management and organisational skills.
5. An understanding of the issues that children with disabilities and their families may face.
6. Commitment to promoting independence and choice.
7. A belief in EnhanceAble's philosophy.
8. Ability to support service users in participating in a range of social, educational activities.
9. A willingness to help support people with personal care.

10. Effective speaking and listening skills.
11. Effective written communication skills.
12. Ability to work as part of a team.
13. Commitment to EnhanceAble's Equal Opportunities Policy and all other EnhanceAble policies.
14. If applying for a role that involves driving the ability and willingness to drive your own vehicle for work and accessible company mini busses.
15. Be available to work at least one sleep in per week.