

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Job Title: Community Support Worker
Directorate: Children and Young Peoples Service
Service: Community Support Service
Reports to: Community Support Co-ordinator
Grade: Scale 3/4
Location: Countywide (East Cambs & Fenland, Cambridge City & South and Huntingdonshire)
Hours: Variable

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 C or above
- Diploma / NVQ 3 Childcare related subject or equivalent.

Knowledge & Experience

Essential:

- Demonstrate experience of working with children and young people or with adults with a disability.
- Proven understanding of the principles and limits of confidentiality.
- Give evidence of awareness of the impact of oppression and discrimination.
- Demonstrate understanding of the significance of safeguarding and able to interpret this for all individual children and young people whatever their life circumstances.

Desirable:

- Proven experience of working with children and families with wide a range of complex needs
- Show understanding of the impact of disability on child development.
- Demonstrate 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.
- Prove awareness of the impact of disabling barriers for the child and the family.
- Show understanding and promote the principles of Inclusion.

Skills & Attributes

Essential:

- Proven ability to work within professional boundaries and ability to work effectively with other professionals.
- Proven ability to seek and use professional support appropriately.
- Demonstrate ability to show respect for other's feelings, views and circumstances.
- Examples of good listening and communication skills (verbal and written)
- Show ability to communicate and build rapport with both children and young people with varying needs, and their families.
- Experience to share information appropriately with other professionals.
- Proven experience of working independently, to organise and effectively plan own work load and appropriate activities.

Desirable:

- Show a realistic appreciation of the challenges of working with disabled children and young people.
- Proven experience of mentoring skills - able to pass experience and knowledge onto less experienced members of staff
- Demonstrate your commitment to personal development. Regular attendance of supervision and training courses to ensure current and relevant knowledge
- Proven ability to use own initiative whilst working within the limits of the role.

Cambridgeshire Behaviours (Scale 3)

Essential:

Working together

- I liaise with colleagues and customers
- I carry out my work to standards agreed with my line manager and outlined in my job description

Integrity

- I set out clear expectations to others about what I can deliver

- I communicate outcomes effectively

Respect for others and public resources

- I act in a considerate way towards colleagues, customers
- I act and respond sensitively when using and working with our resources

Excellence

- I consistently meet my objectives
- I can identify and deliver excellent practice in my work

*** Please note that for linked grades, appointment or progression to Scale 4 is dependent upon NVQ Level 3 Health & Social Care; Children & Young People or equivalent to allow progression and/or extensive and in depth experience of working with children with wide a range of complex needs.**

Cambridgeshire Behaviours (Scale 4)

ESSENTIAL:

Working together

- I establish credibility and work co-operatively with colleagues and customers
- I maintain good practice as well as making future improvements

Integrity

- I make decisions without bias

Respect for others and public resources

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

Excellence

- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes

DESIRABLE:

Integrity

- I explain clearly to colleagues and customers how these decisions will impact on service delivery

Excellence

- I plan and anticipate changes in working practice

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JOB DESCRIPTION

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Grade:	Scale 3/4
Location:	Countywide (East Cambs & Fenland, Cambridge City & South and Huntingdonshire)
Hours:	Variable

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, financial transactions and body maps. 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 light office duties such as booking system and filing and carry out as from time to time may be deemed appropriate to the post. [5%]