

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

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

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%]