

Job Description: Children and Family Support Worker

Responsible to: **Refuge Manager / Chief Officer**

Monitoring of the post: **Warrington Women's Aid Ltd Trustee's**

Hours of Work: **Part time plus some evenings over 5 days**

Annual Leave: **20 days**

Salary **£16599 Plus on call payment**

Purpose of the Job

To be responsible for the development and provision of structured and informal play sessions, 1 to 1 and group support for ladies and children aged 12 months to 16 years of age in Warrington Women's Refuge

To offer resettlement support for women and children living in the community who have been in the refuge.

Duties and Responsibilities

- The flexibility to work evenings
- To take part of the on call rota
- To take part in the running of the Survivors Group
- To maintain the playrooms with appropriate equipment and run play sessions appropriate to the children's individual needs
- To keep up to date records and observations and develop individual and group play / support plans for the children
- To complete Early Years Assessment when required
- To provide 1 to 1 and group support to the children
- To provide activities and homework sessions for children up to the age of 16 years
- To provide programmes and support groups to the children and families
- To record children's statistics
- To record statistics and complete feedback for any grants that are applied for.
- To record all children's details on database
- To organise all donations that are received and keep an up-to-date inventory of all items
- To apply for grants and funding
- To promote and keep families informed of any events taking place in the local area.

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- To arrange programme activities and sessions during school holidays.
- To provide child/family welcome bag and items upon arrival.
- To arrange and support families to access community facilities and clubs.
- To support families to access schools.
- To prepare / source all resources for sessions.
- To complete children's and young people questionnaires.
- To organise and accompany children / families on trips out, liaise with statutory and voluntary organisations to make full use of outside recreational and leisure opportunities for children to engage them in the wider community
- To work in partnership with the mothers by addressing parenting skills and behaviour management issues to ensure that children's needs are met and support the mother in her relationship with her child / children
- To maintain and increase links with specialist childcare services.
- To offer resettlement support for families and children, as appropriate.
- To present reports when required to Refuge Manager/CO.
- To provide monthly reports on the first Monday of every month for Management and the Board of Trustees and to help formulate the business plan
- To attend external meetings when required
- To attend staff meetings at the refuge
- To update data base following every session completed
- To provide and arrange practical assistance for the children working directly with the mother to meet the children's needs by providing advocacy and liaising with other agencies e.g. accessing schools, pre-schools, health visitors, children's centres
- To implement procedures for referrals to other agencies and to complete refuge referrals for women / children coming into refuge
- To provide safety and security advice to the children regarding their own safety and that of the refuge using the Proactive Behaviour and Helping Hand course where appropriate
- To arrange assistance with any necessary transportation
- To be responsible for maintaining play facilities in the refuge and garden
- To attend / complete all training when required including E-learning
- To support and implement all policies and decisions of the refuge
- To ensure that all Health & Safety regulations are complied with
- To ensure that all decisions taken at staff meeting are followed up
- To comply with all Data Protection Regulations
- To help monitor and implement the Equal Opportunities Policy
- To attend regular supervisions and annual review meetings
- To carry out any duties which may vary from time to time as may be reasonably required within the responsibilities of the post

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Person Specification for Children and Family Support Worker

N.V.Q.3 / or other childcare qualifications in line with the Children's Act 1989

Essential Criteria

- Experience of working with children within a variety of age settings and cultures
- Ability to assess children's needs in a holistic way
- Experience in delivering play activities for children
- Experience in developing individual and group support plans for children
- Experience in working with children on a 1 to 1 basis and group work
- Experience of delivering group work sessions with families
- An understanding of the impact of domestic violence on children
- Ability to work within an Equal Opportunities framework
- Knowledge of The Children's Act 1989 and Safeguarding guidelines
- Ability to work as part of a team
- Ability to prioritise and manage your own workload
- Good communication skills, both verbal and written

Desirable Criteria

- Experience of liaising with statutory and voluntary agencies
- Play Therapy Qualification
- Full driving licence and use of a car

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