

Job Description and Person Specification

JOB TITLE: CYP Senior Support Worker

EMPLOYMENT STATUS: Fixed Term September 2024 – March 2025.

RESPONSIBLE TO: Children and Young People’s Service Manager

SALARY: £12.90 per hour

HOURS: 28 hours per week: Sunday - Thursday

WHERE: Pinewood/ head office as well as Birmingham & Coventry session cover

	CRITERIA	EVIDENCE
Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Working collaboratively as part of a team. • Planning and delivering creative activity programmes to meet individual levels of ability and need, in line with themed topics and sensory based activities. • Ability to lead, motivate and supervise support workers. • Ability to motivate and encourage children and young people with complex needs to participate in activities. • Understanding alternative methods of communication that could be used with non-verbal children and young people. • Experience working with children and young people with complex and severe SEND needs and life limiting conditions. • Completing and conducting assessments and risk assessments. • Training relating to the role i.e., team teach, safeguarding, disability and SEND awareness. • Show an understanding of alternative methods of communication that will enhance the support with non-verbal children and young people. • Teamwork and working alone using own initiative. 	Application Form and Interview.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent interpersonal skills and ability to work with a wide range of people. • Demonstrate an ability to motivate and encourage children and young people with complex needs to participate in activities or offering alternatives to meet individual needs. • Demonstrate leadership skills. • Willing to undertake further training. • Proactive and focused. • To already hold or be willing to undertake an enhanced DBS check/ sign up to the DBS update service. • Ability to use person centred approaches to plan & deliver social, leisure and recreational opportunities for children and young people with learning disabilities and complex needs. 	Application Form and Interview.

	<ul style="list-style-type: none"> • Ability to communicate effectively with colleagues, parents, carers, children & young people. • Good written and verbal communication skills • Practical arts, crafts, music, drama, sports, or games skills • Have held a position of responsibility. <p>Desirable</p> <ul style="list-style-type: none"> • Full driving license and access to a car and willingness to commute across the designated geographical area (desirable) • Relevant qualifications such as Pediatric First Aid, Mental Health First Aid. Level 2/3 Childcare or Level 2/3 Health and Social Care. 	
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Who We Look for?

Are you a **warm, personable**, and highly **motivated** individual who can empower and support a team and children and young people with complex need and disabilities?

Do you have **passion** for what you do, are a strong **communicator, team player** and have good **problem-solving** skills?

The senior support worker will work alongside an experienced and established team of support workers across the West Midlands region.

We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

If you have experience leading children's sessions, planning activities and working with children and young people with complex disabilities, as well as their families and multi-professionals, we welcome you to apply. However, we strongly value transferable **skills** from other sectors and provide comprehensive training to all our staff.



What does a CYP Senior Support Worker do?

Midland Mencap is looking to appoint a senior support worker to create exciting and unique activity planning which will enhance the delivery of our short break's sessions.

Our senior support worker will have a passion and dedication to providing high quality fun and safe experiences for our children and young people. They will be able to follow a person-centred approach when producing activities and support for children and young people with complex needs. They will be responsible for not only facilitating sessions across our West Midlands Service but will also be responsible for running and leading our weekly Youth Club sessions and supporting our After School Club. This also runs alongside working with external agencies such as social workers and schools in order to complete quality assessments for new referrals.

Safeguarding our children and young people will be at the forefront of the role and as a facilitator of a session, the Senior Support Worker will need to have the confidence in reporting, recording and initially managing any arising concerns in a timely manner in line with Midland Mencap's Safeguarding policies and procedures. They will ensure the safety and wellbeing of children and young people by proactively managing safeguarding principles and practices.

The senior support worker will have a willingness to undertake specific training enquired for the role, as well as taking responsibility when leading session for aspects such as administering feed tubing or emergency medication.

They will also strive to maintain a safe, creative, and stimulating environment for children and young people's social, leisure and recreational activities. During sessions senior support workers will be expected to be a positive role model and mentor to new support new staff during their probationary period, providing regular feedback to the coordinators.

As a senior support worker, you will be an enthusiastic, motivated individual, to be able to use own initiative, have the ability to support all children and young people and work well within the established teams. You will also have a willingness to try new things, alongside being able to adapt to the needs of Midland Mencap in order to expand the growth of the children and young people's service.

Key Tasks:

Under the direction of the Children and Young Person's Service Manager:

- To create and produce themed session planning on a weekly basis for our sessions, whilst liaising with the CYP coordinator team in ensuring they have sufficient resources and equipment to run sessions.
- Arranging and attending assessments for new referrals and completing a full assessment.
- To take the lead for specific tasks as designated by the CYP Service Manager/operation manager.
- Facilitate sessions during weekends and school holidays, as well as supporting in the leading of youth club and after school club.
- To mentor and support new staff during their probationary period.
- To undertake training and take responsibility for children/young person who require tube feeding or emergency medication.
- Ensure that all information for a designated group of children is kept up to date including "All About Me's" protocols and risk assessments.
- Ensure the safety and wellbeing of children and young people by proactively managing safeguarding principles and practices.
- Maintain a safe, creative, and stimulating environment for children and young people's social experiences whilst accessing our short breaks service.
- Support children & young people to participate in arts and crafts, games, sports, drama, music, & outings.
- Be vigilant to and respond to arising or potential health and safety issues in the first instance.

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- Follow financial and administrative procedures, such as ensuring staff are completing correct timesheets.
- Follow first aid procedures and keep records of all accidents, incidents and treatment given. As well as reporting these to line manager.
- Provide personal care when needed respecting the dignity and privacy of the individual at all times.
- Monitor and evaluate children and young peoples' progress through observation and record keeping.
- Promote and network Midland Mencap to families and other agencies.
- Ensure that responsibilities are carried out in accordance with Health and Safety legislation, and Midland Mencap's Equal Opportunities and Child Protection Policies.
- Ensure appropriate professional boundaries with children, young people, parents and carers, staff and volunteers are maintained across the service.
- Be available to work flexible hours city-wide and cover in other regions Midland Mencap deliver support in when necessary.
- Participate in planned regular meetings with the Children and Young Person's co-ordinator and other Midland Mencap colleagues.
- Attend planned/compulsory training.
- Adhere to and implement organisational policies and procedures.
- Carry out any other tasks that are deemed appropriate within your job role and the aims of the organisation.

This job description is an outline of the duties and responsibilities a CYP Coordinator will be expected to fulfil. It may be reviewed at any time according to the changing needs of the service.

Midland Mencap reserves the right to alter the content of this job description, after consultation, to reflect changes to the position without altering the general character or level of responsibility. The duties carried out in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and citizens and is consistent with Midland Mencap equal opportunities polices.

Name:

Signature:

Date: