**JOB TITLE:** CYP Support Worker

**EMPLOYMENT STATUS:** Zero-Hour

**RESPONSIBLE TO:** Children and Young People’s Co-Ordinator’s

**SALARY:** £12.60 per hour

**HOURS:** Zero-hour/ variable hour contract includes weekends & school holidays

**Location:** Opportunities in Coventry.

 Opportunities in Warwickshire.

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|  | CRITERIA | EVIDENCE |
| **Knowledge and Experience** | **Essential*** Working as part of a team
* Ability to motivate and encourage children and young people with complex needs to participate in activities
* Understanding of alternative methods of communication that could be used with non-verbal children and young people
* Planning and delivery of creative programmes to meet individual levels of ability and need
* Training relating to the role i.e.
* Be able to participate in sports and other physicals activities
* Teamwork and working alone using own initiative
 | Application Form and Interview. |
| **Skills** | **Essential*** Excellent Interpersonal skills and ability to work with a wide range of people.
* Proactive and focused
* Effective team player
* Ability to work on own initiative
* Be willing to undertake an enhanced DBS
* 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
* 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

**Desirable*** Experience of working within an Ofsted and CQC regulated environment/ setting.
* 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 or 3 Childcare.
 | Application Form and Interview. |

**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 support worker will work alongside and 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 and managing a team and experience working with children and young people with complex disabilities, that’s a bonus. But don’t be put off if not. We value transferable **skills** from other sectors and provide comprehensive training to all our staff.

**What** does a CYP Support Worker do?

Midland Mencap is looking to appoint support workers who 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 providing activities and support for children and young people with complex needs. They will be able to take the lead for specific tasks as designated by the coordinator. 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. They will ensure the safety and wellbeing of children and young people by proactively managing safeguarding principles and practises. They will also strive to maintain a safe, creative and stimulating environment for children and young people’s social, leisure and recreational activities. Support workers will be somewhat expected to mentor and support new staff during their probationary period.

Support workers will be provided with adequate training and will be expected to participate and take responsibility for children/young person who require tube feeding or emergency medication. They will ensure that all information for a designated group of children is kept up to date including “All About Me’s” protocols and risk assessments. As all times support workers will ensure the safety and wellbeing of children and young people by proactively managing safeguarding principles and practises, as well as reporting such concerns in a timely manner. The will maintain a safe, creative and stimulating environment for children and young people’s social, leisure and recreational activities

They must be enthusiastic, have motivation and have the ability to support all children and young people and work well within the established teams. They have a willingness to try new things alongside being able to adapt to the needs of Midland Mencap and the children’s services.

**Key Tasks:**

* Attend staff briefing’s before and after sessions on a planned basis to discuss and assess the progress of the service.
* Be available to work a minimum of 3 shifts a month to support the needs of the CYP service and delivery.
* Support children & young people to participate in arts and crafts, games, sports, drama, music, & outings.
* Be aware and respond to health and safety issues.

* Follow financial and administrative procedures as directed by the Children and Young Person’s Coordinator.
* Follow first aid procedures and keep records of all accidents, incidents and treatment given.
* 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 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.
* Participate in planned regular meetings with the Children and Young Person’s co-ordinator and other Midland Mencap colleagues.
* Adhere to and implement organisational policies and procedures.
* Attend training courses as required to develop knowledge and skills to improve the quality of service.
* 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 policy.

Name:

Signature:

Date: