

Job Description: Project Worker



Job Purpose

To provide 1:1, 2:1 and small group support to children and young people, aged 9 to 25, who have moderate, severe or profound learning disabilities, with associated complex health and/or behavioural needs at our holiday, weekend and afterschool clubs. You will be required to work across West Kent, with services primarily located in (although not limited to) Tunbridge Wells and Tonbridge & Malling.

Employment will be on a sessional basis, under an 'as and when' agreement. Due to the contact with vulnerable children and young people this post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Key Responsibilities

This is a description of the main duties and responsibilities of the post and as such is not intended to be exhaustive. The job description will be periodically reviewed and changed without prior consultation from time to time.

- Provide support to children and young people, aged 9 to 25.
- Familiarise yourself with the specific needs of the individual children and young people attending the session including understanding their care needs, risk assessment and behaviour plans.
- Assist in the preparation of sessions, including setting up fun and stimulating activities.
- Be responsible for the children and young people on a 2:1, 1:1, 1:2 or small group basis within our clubs.
- Assist or attend to children and young people to meet their daily living needs including personal hygiene and managing behaviours that challenge. Other support includes moving and handling and administering medication, upon completion of relevant training.
- Facilitate the full participation of all children and young people in all activities.
- Be welcoming and supportive to parents and carers, including ensuring they are given feedback about their child's day.
- Complete a written summary at the end of each session to support record keeping relating to individual children and to provide valuable feedback to the directors of Nova Children's Project CIC.
- Attend staff meetings, supervision or training, as appropriate.
- Promote a positive inclusive attitude towards the children and young people, both within the groups and when liaising with parents and other professionals.
- Maintain confidentiality and report any issues, including significant matters such as safeguarding concerns in a timely manner.
- Professionally represent and positively promote Nova Children's Project CIC and its services.

Person Specification: Project Worker



Experience/Knowledge

- A minimum of one year's experience of working with children and young people with disabilities including associated behaviours that challenge.
- Experience of working with children and young people in both a group setting and individually.
- Experience of working positively in partnership with parents.
- Knowledge and understanding of matters relating to safeguarding of children and young people in terms of their health, safety, welfare and mental wellbeing.

Skills/Abilities

- Ability to listen to and communicate effectively with children and young people in a variety of ways.
- Ability to understand, respect and value children and young people's views.
- Ability to work well under pressure and with motivation, enthusiasm and commitment.
- Ability to work as part of a team.
- Be willing to attend training, supervision and team meetings as required.
- Ability to support with behaviours that challenge in a constructive way.
- Ability to provide a high quality of personal care.
- Reliable, punctual and able to respond to emails and calls in a timely manner.
- Ability to write clear notes relating to children and young people, deploying the necessary standard of writing and IT skills.
- Must have a flexible attitude to work, including ability to work on an 'as and when' basis, which may be at short notice.
- Ability to apply Nova Children's Project CIC's Safeguarding and Child Protection Procedures.
- Commitment to the aims and work of Nova Children's Project CIC, including an understanding of and ability to adhere to the policies and procedures.

Circumstance

- Ability to abide by Nova Children's Project CIC's Smoking Policy which does not permit smoking at work.
- Ability to manage the physical demands of working with the children and young people, including lifting and manual handling tasks.
- Available to work on average once a month during school holidays, evenings and/or weekends.