



JOB DESCRIPTION

Job Title:	Sessional Support Worker (Respite Clubs)
Responsible to:	Club Coordinator and Lead Support worker
Responsible For:	Support & Supervision of children and young people with disabilities
Hours of work:	<ul style="list-style-type: none">• <u>Saturday Senior Respite Club 9.30am-4.30pm: 2 Saturdays per month, term time only</u>• <u>And/or</u>• <u>Saturday Junior Respite Club 9am-5.00pm: 2 Saturdays per month, term time only</u>
Rate of Pay:	1 volunteering session and 5 sessions paid at the National Minimum Wage (NMW) (according to age), Thereafter £9.50 ph to 10.42 ph (according to age and NMW)

PURPOSE OF ROLE:444

FUN is a dynamic and amazing Charity that provides support to disabled young people and their families in Bedfordshire. The role of Project Support Workers are vital in the smooth running of the clubs where team members will help provide valuable interaction and play opportunities to children and young people and their families. Support workers can work across the projects if required.

DUTIES & RESPONSIBILITIES

- Provide support, supervise and encourage the child/young person to take part in activities organised at FUN Clubs whilst adhering to Health and Safety Policies.
- Communicate well with the young people, their family, carers and other members of the staff team.
- Proactively work to understand the needs of each young person, the nature of their disability and how this affects them.
- Work on own initiative – be able to prioritise own workload unsupervised with enthusiasm, patience and care. Also ensure good communication skills with colleagues, families and young people in your care.
- Understand the varied needs of each child including the nature of their disability and any cultural differences.
- Respect Client confidentiality always – including out of work and on Social Media.
- To work as part of the team to ensure a safe and secure environment for children, staff and volunteers at the session. Covering additional tasks as requested by supervising staff.

- To ensure that toys, equipment and venue is maintained in a clean and tidy manner both during the day and at the close of session. This may include setting up and packing away.
- All workers are required to assist in maintaining clear, accurate records of children attending, accidents, medication, personal care, risk assessments and other information as required.
- Be able to deal with unexpected situations in a professional manner.

1:1 Care - Respite Clubs ONLY

- To provide one to one care to children with disabilities – assistance with personal care may be required for some children/young people
- Supervise on a one to one basis activities that the young person wants to take part in and encourage new activities.
- Assist the young person during meal times along with moving and handling.
- Familiarise with Child's needs before the start of each session through Personal Profile form – ensure all needs are considered.
- Update parents verbally and/or written at the end of the day.

Training & Development

Staff will commence work by attending one taster session, on a volunteer basis. Staff will then be paid at the National Minimum Wage for their age, for the next 5 sessions. At the discretion of the manager, a Fixed Term Contract will then be offered at a rate of £9.50 per hour upwards, depending on age and the National Minimum Wage.

- All staff must complete the following online training sessions *before* starting work at FUN:
 - 1) Safeguarding Children Awareness
 - 2) Induction to Autism
 - 3) Working in a Person-Centred Way

The training will take in total 1.5 hours which is unpaid and is to be carried out in your own time.

Within 3 months of starting work at FUN, the following Level 1 training must be completed:

1. Safeguarding
2. Autism Awareness
3. Manual Handling
4. Health & Safety Awareness
5. Behaviours that Challenge
6. Communication
7. Fire Safety Awareness
8. Equality and Diversity

The training will take in total 7 hours which is paid at your normally hourly rate and is to be carried out in your own time.

Additional training in other areas is available and will be suggested as and when required, paid for by the charity.

Team Ethos

- FUN is a small organisation and depends on a team ethos, shared approach and positive relationships at all levels.
- Work effectively as a team, supporting other team members and being willing to receive support whilst fulfilling your own responsibilities and tasks.
- Attend team meetings, personal work reviews and task group meetings proactively and as a contributor.
- FUN is a charity and relies heavily on fundraising for its income.
- Staff are encouraged to support occasional fundraising events and, if possible, engage their own people networks in gaining support for the Charity.

- **PLEASE NOTE EMPLOYMENT IS SUBJECT TO:**
- A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK
- 2 SATISFACTORY REFERENCE CHECKS, ONE OF WHICH MUST BE FROM YOUR MOST RECENT EMPLOYER OR PLACE OF STUDY
- COMPLETION OF 3 ONLINE TRAINING COURSES
- COMPLETION OF AN UNPAID TASTER SESSION
- WORKING AT 5 CLUBS AT THE NATIONAL MINIMUM WAGE FOR YOUR AGE
- A GOOD LEVEL OF WRITTEN AND SPOKEN ENGLISH WILL BE REQUIRED FOR THIS ROLE