

### Casual Work for Enfield Council

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| Title of position/ work available:                                         | Relief Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Department/ Service:                                                       | CHEVIOTS CHILDREN'S DISABILITY SERVICE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Grade:                                                                     | Salary Point 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Hourly Rate:                                                               | After school groups from Monday to Friday 3pm – 7pm (3pm-8pm Wednesday) – £13.98 per hour<br>Saturday groups during term time 9am – 4pm - £13.98 per hour<br>Sunday groups during term time 9am – 4pm - £20.97                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Description of the work available:                                         | <p>Cheviots Children's Disability Service is the social care partner within Enfield's Joint Service Group for Disabled Children,</p> <p>Cheviots is a designated Children's Centre and provides specialist services and support for Disabled Children and young people. We work with colleagues in Education, Health and the Voluntary Sector to develop and deliver innovative short breaks to Disabled children and their families.</p> <p>As a casual worker you will provide care and support to children and young people with complex disabilities at the centre, in the community, in groups, on a 1 -1 basis, in specialist and inclusive settings.</p> <p>You must be able to demonstrate:</p> <ul style="list-style-type: none"> <li>- Experience of working with children</li> <li>- excellent organisation skills</li> <li>- ability to work effectively as part of a team</li> <li>- excellent communication skills</li> <li>- Enthusiasm, fun and energy to contribute to the development and delivery of this innovative service for disabled children and their families.</li> <li>- A commitment to attending training and a willingness to learn and work hard are essential.</li> </ul> <p>Previous experience of working with disabled children and young people is desirable.</p> <p>Please note this is casual work and there are no guaranteed hours of work.</p> |
| To apply for this work and to receive an application form, please contact: | To find out more please contact <a href="mailto:Ann.Hopson@enfield.gov.uk">Ann.Hopson@enfield.gov.uk</a> and <a href="mailto:Theresa.Atherton@enfield.gov.uk">Theresa.Atherton@enfield.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Candidate Information:                                                     | <p>Please note this work is being offered on an "as and when" basis and you will not be an employee of Enfield Council. We look forward to receiving your application.</p> <p><b>Cheviots Children's Disability Service is committed to safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a satisfactory enhanced Disclosure and Barring Service Check.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# **JOB DESCRIPTION**

Post Title: Relief Worker

Post No.:

Scale: 2 Salary Point :3 - Monday to Saturday - £15.49

Sunday - £23.23 per hour

Group: Schools and Children's Services

Section/Unit: Cheviots Children's Disability Service

Reports to (title) Specialist Short Breaks Services and Family Support Manager

## **PURPOSE OF JOB:**

Working as part of a team, to provide disabled children and young people with play and leisure opportunities with their peers during after school and weekend groups.

To work with disabled children and young people on a 1-1 basis in the Centre or in the community.

## **2. ORGANISATION CHART:**

See attached

**3. SUPERVISORY RESPONSIBILITY:**

None

**4. DUTIES:**

- To work in conjunction with all members of the service, to provide groups of disabled children and young people with play and leisure opportunities
- When appropriate work on an individual basis with disabled children and young people with complex needs including moving and handling needs, enteral feeding, positioning and intimate personal care, challenging behaviour, sensory impairment, medical needs, and those who are life limited.
- To contribute to the development of play and leisure opportunities for disabled children and young people.
- To respond flexibly to meet the needs of the service.
- To ensure that children and young people are adequately supervised at all times and follow specific guidance relating to the care and management of all children.
- To be committed to providing a quality service to all disabled children and young people attending the schemes.
- To promote positive play and leisure opportunities by contributing to the planning of play and leisure activities, which fully reflect children and young people's diverse and individual needs;

- To encourage all children and young people to actively participate in activities.
- Support both groups of children and young people and individuals in inclusive play and leisure settings.
- To contribute to maintaining an environment which promotes children and young people's play and leisure opportunities.
- To ensure that appropriate tasks are carried out in order that a high standard of hygiene, safety and cleanliness is maintained at all times, including to help clean all toys and equipment used during the sessions.
- To ensure that the information held in child information profiles and risk assessments relating to children and young people in their care is read regularly to ensure safe caring.
- To respond appropriately to emergencies in consultation with senior staff including procedures relating to safeguarding children and young people.
- At the beginning of each session to ensure that all medication is given to the senior/ centre worker.
- In the absence of the senior/centre worker to ensure that medication is administered appropriately and that the recording sheet is completed.
- To ensure that a daily written report (end of day sheet) is provided to parents/carers of their child's session at the session.
- To ensure that all accidents/incidents are reported to the senior/centre worker immediately, regardless of how minor.
- To ensure that all policies and procedures are adhered to at all times.
- To undertake escort duties when required at the beginning and end of the sessions.
- To ensure that the centre worker managers are provided with your availability for work according to the deadline date requested.

- To ensure good partnerships with children and young people by actively involving children in the shaping of the service and by working closely with parents/carers, and others to ensure that the child's individual needs are always being met.
- To ensure receipts are obtained for all cash expenditure and provided to the senior/centre workers in accordance with financial regulations.
- To maintain high levels of confidentiality in accordance with the Council's confidentiality policy.
- To ensure that the service operates within and equal opportunities framework;
- To provide a friendly, safe, secure and stimulating environment, adhering to the Council's Health and Safety policies;
- To contribute to the end of day feedback sessions.
- To undertake any reasonable duties as requested by the, Centre Work Manager, or senior/centre worker.
- To attend training sessions/ meetings as required and individual consultation to promote professional development.
- To work flexibly to meet the needs of the service

**5. CONTACTS:**

Children and young people.

Parent/Carers

Centre Manager

Team Manager

Social Workers

Specialist Short Breaks Services and Family Support Manager

Specialist Short Breaks Services and Family Support Practitioner

Specialist Short Breaks and Family Support Worker

Occupational therapists

Physiotherapists

Transport drivers

Members of the public

**6. EQUAL OPPORTUNITIES:**

The Council has a strong commitment to achieving equality of opportunity in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

**7. HEALTH AND SAFETY:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

**8. SIGNATURES:**

Signature of post holder

Date

Signature of manager

Date

## PERSON SPECIFICATION

Department: ECSL – CAST

Team: Cheviots Children's Disability Service

Job Title: Relief Worker

Listed below are the five essential recruitment and selection criteria

|    | ESSENTIAL                                                                                                                 | HOW TESTED |
|----|---------------------------------------------------------------------------------------------------------------------------|------------|
| 1. | Commitment to attend ongoing training and development.                                                                    | A/I        |
| 2. | Commitment to working regularly during daytime, evenings and weekends.                                                    | A/I        |
| 3. | The ability to work effectively as part of a team.                                                                        | A/I        |
| 4. | Experience of engaging with children and young people either within a family, professional or voluntary setting.          | A/I        |
| 5. | Demonstrate an energetic and enthusiastic approach to working with disabled children and young people with complex needs. | A/I        |

Listed below are the two desirable criteria

|    | DESIRABLE                                                                                               | HOW TESTED |
|----|---------------------------------------------------------------------------------------------------------|------------|
| 1. | Ability to communicate effectively both verbally and in writing                                         | A/I        |
| 2. | Knowledge and understanding of working with children/young people from diverse and cultural backgrounds | A/I        |

**N.B. HOW TESTED COLUMN indicates whether the criteria will initially be**

**Assessed from the application form or at the interview/test**

**‘A’ = Application**

**‘I’ = Interview**

**‘T’= Test or presentation**

#### FOR CANDIDATES TO NOTE

This Person Specification gives a description of the skills that are required by the postholder. It is a particularly important document to consider when completing your application. It provides a ‘benchmark’ against which applicants will be shortlisted. Only candidates who can demonstrate that they meet the essential criteria will be considered. You should therefore ensure that your application demonstrates how your previous experience, skills and abilities match all of the essentials identified and show examples of evidence of these.

Please refer to [www.jobs.enfield.gov.uk](http://www.jobs.enfield.gov.uk) and read the application process page carefully. Please also note that the interview will probe in more depth, all criteria and additionally:

- **Commitment to the promotion of Equal Opportunities.**
- **Commitment to and awareness of Quality in Customer Services.**
- **Commitment to the promotion of Health & Safety at work**



