

Job Description **Disability Play and Youth Worker**

Reporting to	CYP Manager CYP Coordinators	Service Area	Children and Young People (CYP)
Location	Reigate, Worcester Park, Tadworth, Leatherhead, Crawley, Horsham		
Salary Range	£12.60	Contract	Full Time / Part Time

About us

East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Our three core areas of work are:

- Children & Young People
- Housing
- Health & Wellbeing

Job Purpose

To assist in the delivery of high-quality and exciting activities for a range of children and young people with disabilities. To provide children and young people with enjoyable experiences which contribute to personal and social development.

Business Area

YMCA East Surrey's **Children and Young People** services seek to help all children and young people, whatever their background or circumstances, belong, contribute, and thrive. Our wide range of universal and targeted projects and activities aims to help create happy, healthy, and connected communities in East Surrey where children and young people can live life to the full.

Job Profile

Main responsibilities

1. Provide high level of support for children/adults with complex needs, ensuring care plans and behaviour plans are understood and followed to meet individual needs
2. Provide and supervise the hygienic provision of personal care, ensuring privacy, dignity always and appropriate recording in care plans
3. To store and administer medication, after appropriate training, for children keeping accurate and up to date records
4. Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment
5. Regular use of aids to support communication and sensory impairment needs
6. Provide high level of diligence and surveillance for the child you are supporting, including personal hygiene, behaviour, nutrition, sensory and play needs, feeding back any new observations to the Leader

7. Accompany children/adults on trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support
8. Supporting children/adults with eating and drinking as specified within their care plan and guidelines
9. Assisting children/adults to engage with activities providing appropriate support and help to achieve desired outcomes
10. Work closely with children and young people to deliver a range of social, recreational, informal learning and leisure activities
11. To work as part of a team of Children and Young People's support workers and volunteers to ensure that the service provided is high quality and appropriate for the children and young people who attend.
12. To build positive and professional relationships with children and young people.
13. To ensure the Health and Safety of children and young people and colleagues, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to
14. To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or safeguarding incidents that may occur, and any medication administered
15. To assist senior staff in the play or youth setting to ensure its smooth and reliable operation including setting up and packing down sessions.
16. To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities
17. To ensure that all children and young people upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences
18. To provide and supervise the provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies and Food Safety principles
19. To ensure that all materials, equipment and service spaces are maintained, kept safe and stored appropriately in line with current procedures
20. Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development
21. Undertake any other duties and responsibilities reasonably requested by senior staff

Person Specification

Knowledge & Experience

- This is a physically and emotionally demanding post; the post holder must be resilient, adaptable and have the ability to carry out the physical aspects of the role. These include (but are not exclusive to) physically supporting children, for example on and off equipment, during personal or intimate care, and lifting and chasing in an emergency.
- The environment is often busy and noisy; you must be able to confidently cope in this challenging environment
- Experience of delivering activities for children and young people and positively managing behaviours in various situations
- Knowledge of good safeguarding procedures in relation to children and young people, and the ability to maintain effective professional boundaries
- Understanding of, and commitment to equality, diversity and inclusion

Skills & Abilities

- Ability to always hold the well-being and positive development of children and young people as paramount
- Demonstrate a positive can-do attitude
- Ability to communicate clearly both verbally and in writing for appropriate recording processes
- Ability to build and maintain strong relationships with all stakeholders
- Ability to work autonomously, using own initiative, as well as being part of a team

Qualifications & Training

- Educated to GCSE/NVQ Level 2 in relevant subjects, or equivalent through relevant CPD training/experience relating to working with children and/or young people
- **Desirable:** Experience of working with children or young people, particularly with disabled children or young people and/or in the field of play
- **Desirable:** Playworker qualification or similar
- **Desirable:** First Aid Certificate

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: