

Job Description

Post:	Play Worker (Refuge)
Scale:	NJC SCP 10 £15,613 pro rata
Responsible to:	Family Coordinator
Accountable to:	CEO
Hours of Work	16 hours per week : Over 4 days (TBC)

Job Purpose	
Provide childcare and/or activities for children and young people that demonstrate respect and their importance and value as individuals, encouraging their interests by giving them opportunities to develop through social, physical and educational play, to enable their mums/career to access support with the confidence that their children will be well cared for.	
Main Duties	
<ul style="list-style-type: none"> ! Contribute to providing creative and imaginative play for children, flexibly geared to individual needs. When appropriate display the children's art/work. ! Ensure that each child receives a welcome, attention and care when they come into the refuge/session and help put mum/carer at ease when they leave the children. ! Ensure diversity and equality is reflected in the design and implementation of sessions and activities and in the physical environment of both rooms dedicated for children and young people and in the general refuge environment. ! Assist in ensuring all provision is appropriate, with regard to children and young people's age, culture and religion and/or additional needs. ! Ensure risk assessments are completed for every session / activity taking into account the activity, physical environment and the children and / or young people attending. ! Support mothers to engage in family activities ! Attend and contribute to regular team meetings and training as appropriate. ! Observe client confidentiality at all times ! Promote the aims, Principles ,policies, interests and wellbeing of the organisation and protect its integrity and reputation ! Abide by health and safety guidelines and share responsibility for own safety and that of service users. Colleagues and visitors 	
Key Responsibilities	
1	Environment and Equipment
1.1	Provide responsive high quality childcare and activity sessions that are welcoming and make children and young people feel safe, valued and cared for.
1.2	Ensure that the dedicated children and young people areas are children and young people friendly and are clean, safe and welcoming.
1.3	As part of the team ensure the maintenance of the security of the refuge and the upkeep of furnishings and equipment.
1.4	At the end of each session ensure room is tidy and equipment is stored safely
1.5	As part of the team maintain an appropriate stock of resources and equipment, to ensure continued safety of use and assist with the ordering of supplies.
1.6	Clean toys and equipment regularly and dispose of any that are broken or damaged.
1.7	Identify and report any safeguarding concerns immediately, following Rotherham Rise procedure.
1.8	Welcome new women, children and young people to the Refuge / Outreach

	Service, introduce them to the organisation and support the admissions procedure.
1.9	As part of a team ensure that rooms are adequately prepared including appropriate toys, equipment etc. for children and young people
1.10	Develop and facilitate group work as required for parents and C&YP; this may include supporting group programmes, stay and play, nurture groups, young people's sessions.
2	Administration
2.1	Maintain accurate and timely records of actions and discussions using internal database and systems.
2.2	Ensure data is accurate and updated promptly to enable regular monitoring and evaluation to take place
2.3	Contribute to completion of case studies, recording and gathering information that demonstrates service users distance travelled.
2.4	Ensure data is completed accurately, inputted on the database Contribute to the ongoing evaluation of the Service.
3	Policies
3.1	Implement the policies and procedures of Rotherham Rise.
3.2	Maintaining confidentiality throughout on all issues.
3.3	Comply with internal and external regulations, procedures and other requirements in relation to the organisation, its services and facilities.
4	Personal and Professional Development
4.1	Attend and participate in regular team meetings and supervision.
4.2	Undertake relevant training and professional development.
4.3	Maintain a working knowledge of the law and practice relating to children and families, including child protection.
5	Other
5.1	Actively support Rotherham Rise to: ! Develop the charity's sustainability ! Promote the rights of women, men and children living in/or escaping abuse ! Develop networks Develop and maintain the charities profile
5.2	Provide day-to-day support to students, designated workers and volunteers.
5.3	To undertake duties as required by the manager / Management Group commensurate with the grade of the post.
5.4	To implement the refuge's philosophy of working in a non-directive and empowering way.
5.5	Utilise anti-discriminatory practice and promote equal opportunities and diversity.
5.6	Assist the Outreach Manager to promote the participation of service user's development of the outreach service.
Person Specification	

Personal Skills and Characteristics		Essential	Desirable	Short listing Criteria
1. Knowledge, Experience and Education / Training				
1.1	Has experience of providing childcare and/activity sessions for a range of children and/or young people that provide choice and promote independence.	AF/I/R		Yes
1.2	Knowledge of domestic abuse and how it may affect children and young people.	AF/I		Yes

1.2	Promote anti- oppressive practice and challenge oppressive language and practice	I		
1.3	Knowledge and understanding of working in partnership with mothers to ensure the needs of children/young people are met.	AF/I		Yes
1.5	Knowledge of Children's Safeguarding and Local Children's Safeguarding board Child Protection policy and procedures, and commitment to adhere to local/RWR guidelines	AF/I	Yes	
1.6	An awareness of the policies and procedures required within a service that provides support for children and young people.	I		
2. Skills and Abilities				
2.1	Ability to work independently and as part of a team.	I		
2.2	Self-motivation and ability to work on own initiative within an organisations framework of policies, procedure etc.	AF/I		Yes
2.3	Ability to deliver appropriate childcare, play/group work sessions, paying particular regard to individual need.	AF/I / R		Yes
2.4	Ability to maintain effective and appropriate records.	I		
2.5	Ability to maintain confidentiality including the handling of confidential and sensitive information.	I		
2.6	Ability to communicate effectively with a wide range of people, including managing challenging behaviour from adults and children.	AF/I /R	Yes	
2.7	Ability to develop and maintain professional relationships/boundaries with service users, paid and unpaid staff and professionals from other organisations.	AF/I		Yes
2.8	Ability to work flexible in meeting the needs of the service.	I		
2.10	A relevant level 2 qualification (working with children/young people)	AF/CQ		Yes
3. Desirable criteria				
3.1	Flexible and positive outlook	AF/I		
3.2	Experience of promoting the needs and rights of children and young people.	AF/I		

Key:

- ! AF – Application Form ! I – Interview ! R - Reference
- ! CQ – Certificate or Qualification ! OT – Occupational Test ! DBS – Disclosure and Barring check

- This specification has been prepared in accordance with the requirements of the organisation's Equal Opportunities and Employment Policy(ies).

- Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.
- We will undertake to make any *reasonable adjustments* to a job or workplace to counteract any disadvantages a disabled person may have.
- Disabled applicants who meet the essential short listing criteria will be guaranteed an interview.
- In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further short listing tool.