

## ROLE PROFILE

<b>Job Title:</b>	<b>SITTER / BEFRIENDER</b> AS AND WHEN REQUIRED	<b>Grade:</b> 5	<b>Spinal column point range:</b> <b>22-25</b>
<b>Department:</b>	FAMILY LINK AND SITTING SERVICES, CWDT ESCAN	<b>Post no.:</b>	Various
<b>Directorate:</b>	CHILDREN AND FAMILIES	<b>Location:</b>	Childs home and out in the community

<b>Role reports to:</b>	Deputy Team Manager, Family Link and Sitting Service
<b>Direct Reports:</b>	Family Link Co-Ordinator, Family Link and Sitting Service
<b>Indirect Reports:</b>	
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.	

## JOB DESCRIPTION

**Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.**

<p><b>PURPOSE OF ROLE:</b></p> <ul style="list-style-type: none"> <li>○ To support families who have a disabled child by providing a regular sitting / befriending service, within the child's own home and in the community.</li> <li>○ To work in accordance with guidelines set out by the Family Link and Sitting Service.</li> </ul>
<p><b>KEY ACCOUNTABILITIES:</b></p> <ul style="list-style-type: none"> <li>◆ To care for a child with a physical, medical or learning difficulty</li> <li>◆ To provide play activities to the child according to their care plan</li> <li>◆ To make and maintain a good working relationship with the child's family</li> <li>◆ To commit to regular contact with a child/ family as agreed with the line manager and the family</li> <li>◆ To ensure that the family and the service are informed if unable to keep an arrangement</li> <li>◆ To take over the care of the child and perform any tasks that the parent/carer would normally do</li> <li>◆ To ensure consistent and good communication with the line manager about any aspects of work</li> </ul>

- ◆ To record the details of each session /contact with a child
- ◆ To be sensitive to the needs of the child and family and to respect any requests that arise from their ethnic, religious or cultural needs
- ◆ To report to Family Link and Sitting Service co-ordinator any information regarding the child that could be a cause for concern.
- ◆ To ensure that the child is appropriately supervised and kept safe during contact.
- ◆ To attend monthly supervision provided by the immediate line manager.
- ◆ To attend any mandatory trainings provided
- ◆ To ensure professional boundaries whilst working with the family
- ◆ To work within the departmental and council procedures
- ◆ To undertake any other duties of a similar nature within the Family Link and Sitting Service as requested.

#### **KEY PERFORMANCE INDICATORS:**

To be available to work:

- **Saturdays - days and evenings, between 9am and up to 11pm for a minimum of 16 -24hrs a month.**

Additional availability an advantage on:

- Sundays (between 9am -11pm)
- Weekdays after school from 3.30pm onwards
- Weekdays during the day

**Only applicants available at stated times will be considered for the post**

#### **KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

- Family Link and Sitting Services line manager and team.
- Childs's family

#### **AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- None

## **Person Specification**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

### **ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

- 1) Understanding of the needs of families who have a disabled child

- 2) Childcare experience. An advantage would be working with children with additional needs
- 3) Ability to work on own initiative but also as a part of the team
- 4) Ability to contribute and participate in personal development activities on the individual level and within a group setting
- 5) Skill to record accurately the details of the work done.
- 6) Skill to perform the tasks involved in looking after a disabled child e.g. effective communication, providing personal care such as washing, dressing, toileting, preparing meals, administering medication, playing with children, taking them out etc.
- 7) Ability to safely manage challenging behaviours, which some children may present with
- 8) Ability to maintain reliable and regular contact with families and the department
- 9) Ability to relate sensitively to children and their families from a variety of different ethnic, religious and cultural backgrounds.
- 10) Ability to recognise information and situations regarding the child that could be a cause for concern and to pass this on to the relevant person.
- 11) Ability to supervise and keep a child safe.
- 12) Availability to work on evenings and Saturdays (and additionally Sundays or school days from 3.30pm.)
- 13) Availability to work a minimum of 16 hours per month.
- 14) Be physically fit enough to care safely for children who may be very energetic or who may need considerable amounts of moving and handling.
- 15) Ability to travel within the borough of Ealing.
- 16) Basic computer skills and internet access.
- 17) Willingness and availability to attend further specialist training provided by the service. Trainings will include, moving and handling with personal care, positive behaviour management and restrain and paediatric first aid.

**ESSENTIAL QUALIFICATION (S):**

Although not an essential requirement, experience of caring for a disabled child or young adult would be an advantage as well as experience in managing challenging behaviours

## Values & Behaviours

<b>Improving Lives for Residents</b>	<b>Trustworthy</b>	<b>Collaborative</b>	<b>Innovative</b>	<b>Accountable</b>
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>