**Kids Together (KT) West Belfast**

# JOB DESCRIPTION

**Job Title**: Early Years Support Worker Assistant

**Location:** Kids Together 134 Stewartstown Road Belfast

**Responsible To:** In House Manager

**Reports To:** Kids Together Coordinator

**Kids Together West Belfast aims to promote inclusion of local disabled children, young people (physical learning or sensory disability) into the social, economic and cultural life of the community in the greater Belfast area.**

**Key Responsibilities:**

* Work alongside in house- manager and the team to ensure that each child accessing services of Kids Together are reaching their full potential in a setting that is structured, safe and inclusive, whilst meeting their social needs and giving parents and carers the opportunity to avail of social respite. This ensures an individualised child centred support service.
* Engage and help to deliver a specific individualised programme of support for children and young people accessing services of Kids Together.
* Support quality care initiatives, such as ensuring user participation at group session (e.g. Afterschool Club, Youth Club, Time for Me project, Family homes).
* Work closely with colleagues in the multidisciplinary team to ensure a comprehensive and seamless support service for children/young people and families.
* Assist in the procedures for assessing, monitoring and evaluating all programmes offered by Kids Together.
* Participate in the development of mechanisms to reach/support isolated disabled children and young people in the community.
* Ensure a working knowledge of and act within the Kids Together guidance for ‘Safeguarding Children and Vulnerable Adults’.
* Communicate effectively and sensitively with disabled children/young people and their families on a one to one basis and in groups.

**Personal Responsibilities:**

* Maintain absolute integrity and confidentiality in relation to personal issues and care of disabled children/young people and families supported by Kids Together and other associated groups/organisations
* To adopt a flexible approach to working hours (evenings and weekends) in order to deliver flexible support and care.
* Participate in appropriate training as directed by Kids Together and highlight own training needs.

**Organisational Responsibilities:**

* Adopt a proactive approach in promoting Kids Together and activities relating to the programmes.
* Ensure adherence to all Kids Together policies and procedures.
* Represent Kids Together at relevant meetings/functions
* Any other duties deemed necessary by the management of the Kids Together West Belfast

**N.B. This job description is not definitive or restrictive and may be modified to meet the changing needs of Kids Together West Belfast.**

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## Job Specification

**Post:** Early Years Support Worker Assistant

**Location:** 134 Stewartstown Road, Belfast, BT11 9JQ

**Hours:** 20 hours per week

**Essential Criteria:**

* Experience of working with children (paid or unpaid)
* Good verbal and written communication skills
* Able to work effectively as part of a team and use own initiative
* Good time management and a willingness to work flexible hours
* Punctual, eager and enthusiastic
* Can do attitude
* Willing to undertake training as required
* Able to use a computer to update records

**Desirable Criteria:**

* NVQ 2 level 2 in Childcare/Play Work or equivalent.
* At least 1 years’ experience working with children with a range of disabilities (voluntary or paid).
* First Aid
* Experience of working in a childcare or daycare setting
* Child Protection training
* A firm commitment to the inclusion and equality of disabled people.
* One years’ experience in child and family support.
* Experience of working in a group situation with disabled people (voluntary or paid)