

Action Homeless

Job Description

Job title: Play Worker

Responsible to: Senior case Worker – Bridge House

Hours: 18 hours per week

Contract: Fixed term 6 months

1. Job purpose

1.1. To provide safe, creative and appropriate play opportunities through individual attention and group activities for children aged 0-4 years

1.2. To encourage participation, ensuring that all activities are carried out within an equal opportunities framework

1.3. To create a welcoming and supportive environment for vulnerable children, helping to develop confidence and providing structure

2. Key responsibilities

2.1 Delivery of a children's activity programme

2.1.1. To set up playrooms/activity venue, ensuring that all equipment is clean and in good working order

2.1.2 To prepare appropriate refreshments for each session

2.1.3 To meet and greet children and parents as they arrive at sessions, completing an attendance register and welcoming new beneficiaries

2.1.4 To lead weekly group sessions and 121 family sessions, explaining activities and ensuring equal participation

2.1.5 To accompany families, along with the Building Blocks Project Leader, during organised family day trips, ensuring health and safety procedures are followed

2.1.6 To promote toys and equipment made available through the resources library, ensuring this is fairly managed and encouraging families to continue learning within the home environment.

2.1.7 To support the Building Blocks Project Leader with the promotion of the project amongst target groups

2.1.8 To help the Building Blocks Project Leader to ensure a wide range of creative and enjoyable activities are offered

2.1.9 To ensure that play meets the full range of children's individual and group needs

2.1.10 To develop and maintain good relationships and communications with parents to facilitate day to day caring needs

3. General

3.1 To undertake any necessary training and personal development activities

3.2 To consult with children and involve them in the planning and running of activities

3.3 To ensure that activities are carried out in a safe and responsible manner in accordance with organisational policies and procedures

3.4 Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements

3.5 To ensure the provision of excellent standards of physical and emotional care

3.6 To ensure good standards of hygiene and cleanliness are maintained at all times

3.7 To be responsible for the Health and Safety standards appropriate for the needs of the children

3.8 To ensure provision of high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development

3.9 To ensure confidentiality of information received

This job description is not exhaustive and is subject to regular review in consultation with the post holder