**Action Homeless**

**Job Description**

**Job title:** Play Worker

**Responsible to:** Senior Homeless Services Officer

**Hours:** 16-18 hours per week (days can be discussed once successful)

**Contract:** Fixed term 12 months

**1. Job purpose**

1.1. To provide support to enhance the development and wellbeing of children living in temporary accommodation, through delivery of 121 and group play sessions.

1.2. To encourage participation, ensuring that all activities are carried out within an equal opportunities framework and are responsive to the needs of families and children.

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

**2. Key responsibilities**

2.1 To meet and greet families on arrival in temporary accommodation, ensuring that any practical needs are met and issuing bespoke welcome packs

2.2 To undertake initial assessments of children’s individual needs, working closely with parents and other care providers, and to create support plans which enable them to develop their physical, social and emotional wellbeing

2.3 To liaise with schools, childcare settings or other professionals working with children, to advocate for the needs of the child, in particular needs owing to their housing situation

2.3 Delivery of bespoke children’s activity programmes which enables children to feel more stable, develop meaningful relationships and to express their emotions appropriately

2.4 Design and deliver sessions which help to instil a sense of routine and build children’s self confidence

2.5 To lead both group sessions and 121 family sessions, explaining activities and ensuring equal participation

2.6 To accompany families, during organised family day trips, ensuring health and safety procedures are followed

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

2.8 To promote the project and encourage engagement and attendance

2.9 To ensure that play meets the full range of children’s individual and group needs

2.10 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**

**Person Specification**

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|  | **E/D** | **Criteria Indicated E (essential) D (desirable)** | **Measure** |
| **Knowledge and Experience** | **E**  **E**  **E**  **D**  **D**  **D**  **D** | Understand the needs of families experiencing homelessness and the additional issues that may impact on them, particularly children  Able to demonstrate experience of working with children and young people.  Relevant higher qualification in Childcare/Early Years.  Experience of working with vulnerable children and families and awareness of effective safeguarding practices.  Experience of planning and delivering activities, support plans or sessions for children.  Experience of implementing the Early Years Foundation Stage (EYFS) and promoting children's emotional well-being and confidence  Experience of observing children’s behaviour and supporting children’s learning and education | 1,3  1,3  1  1,3  1 |
| **Skills and Competencies** | **E**  **E**  **E**  **E** | Excellent team working skills, demonstrating collaboration and respect with peers, customers and external agencies  Good planning and organisation skills – ability to prepare for and deliver well thought out sessions and activities  Good literacy, numeracy and IT skills  Able to display enthusiasm and create welcoming and supportive spaces for all ages | 1,2,3  2  1 |
| **Motivation** | **E**  **E**  **E** | Flexible approach to work, with ability to take responsibility for own actions  The ability to work autonomously and confidently adopt a solution focused approach  Always acting in the best interest of children and families, striving to meet their needs | 1  1 |
| **Personal Attributes** | **E**  **E**  **E** | Ability to deal with and respond effectively to difficult situations and challenging behaviours  Able to form positive working relations with others including clients (parents and children), colleagues and external parties  Work in line within an organisations policies, procedures and safety requirements to ensure effective service delivery | 1,2,3  1,3  1,2 |
| **Qualifications and Training** | **D** | Full driving license and access to own vehicle for business use | 1,4 |
| **Special Terms DBS** | This post is subject to a satisfactory Disclosure and Barring Service check, which will disclose all cautions reprimands and warnings as well as convictions. | | 4 |

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| **Measures**  **1 = Application Form**  **2 = Testing**  **3 = Interview**  **4 = Other (e.g. DBS check)** |

**Attributes and Behaviours –** we expect all successful candidates to demonstrate and work towards the following organisational behaviours and attributes. These will be tested at interview:

1. **Team work and working with people**

* Celebrate the changes and results we achieve, sharing our successes.
* Being accountable to each other and ourselves, working in a respectful manner and in unison with others.
* Recognising the strengths, skills and contributions of others and utilising them wherever possible.
* Embracing the diversity within our teams and services
* Taking responsibility of what needs to be done to achieve our common goal/s.

1. **Making a difference (client focused)**

* Focusing on changes that clients can make.
* We have a “can do” attitude, we motivate and provide positive support, we avoid judgement
* We provide and allow for choice, accepting mistakes and creating an opportunity for people to learn
* We go that extra mile; we put ourselves out to achieve the results required by continual stretching our goals.
* We measure the impact we make through our work so we can show it makes a difference.

**3. Communication**

* We treat everyone with dignity, respect and fairness
* We value face to face communication over email or telephone
* We encourage two-way communication – we listen, provide clear information and value feedback.

**4. Innovation**

* We seek new perspectives and ideas to find solutions that work for individuals and Action Homeless.
* We use our mistakes as a tool for learning and try new things by being flexible and adaptable.
* We recognise that things change and that we change too.
* We are determined, proactive and will not give up on the challenges that we are faced with.
* We look for opportunities that enable us to try new ideas

**5. Collaboration and Partnership**

* We understand our strengths and are passionate about our work
* We work in partnership with others both internally and externally to achieve the outcomes that our clients need.
* We deliver on the outcomes and impact agreed with our commissioners and funders.
* We work in partnership with others to influence changes in policy that support our aims and the people we provide a service too.