

GREENWICH WOMEN'S AID

Job description

Job Title:	Children's Worker
Grade:	Scale 6 plus 6% pension supplement
Responsible to:	The Manager
Support & Guidance:	Senior Children's Worker
Hours:	35 hours per week, plus evening work as required
Location:	GWA Refuges in the London Borough of Greenwich and elsewhere as agreed

Main purpose of job

1. To develop and provide a service to children in the refuge and floating support services and within other forms of temporary accommodation who have been adversely affected by abuse in the home.
2. To ensure this service is sensitive to the cultural, religious and special needs of the children.
3. To undertake an assessment of each child coming to live in the refuge/children's service and develop an individual risk and support plan. Ensuring relevance and progress against the plan and Every Child Matters outcomes through regular reviewing of progress.
4. To act as an advocate for children within the service in dealings with statutory and non-statutory agencies, including attendance at case conferences where necessary.
5. To provide support and advice to mothers and children on a range of matters, including the availability of services in the community.
6. To report and seek assistance from the manager in dealing with difficult circumstances / residents
7. To have full regards at all times of Child Protections issues and relevant legislation.

8. To have an understanding of the needs of south Asian communities in particular women and children subjected to domestic violence abuse.

Main duties and responsibilities

1. Services to Children

- 1.1. To plan and implement a programme of work with children and mothers, linked to plans
- 1.2. To support the mothers in their relationships with their children with a view to enabling both to take control of their own lives,
- 1.3. To organise recreational activities as appropriate:

2. Support, advice and advocacy to mothers and children

- 2.1. To help mothers / children to access professional advice services to enable their self sufficiency by:
 - Advocacy and liaison with other agencies e.g., schools, educational, welfare and voluntary agencies and social services;
 - Developing and maintaining a comprehensive database of information about local agencies and community resources relating to children.
 - Supporting children and their mother's resident in the refuges with settling in, enrolling in schools and accessing local services independently.
- 2.2. With other workers, to support women to review and develop their parenting skills, ensuring a consistent approach
- 2.3. With other workers, facilitate the smooth running of the refuges, including:
 - Encouraging children and their mothers to respect and take responsibility for the daily maintenance of the refuge;
 - Arranging house meetings with children and/or mothers as necessary;
- 2.4. To run Domestic Violence and other groups, as appropriate, and as agreed with the manager
- 2.5. Encourage positive parenting – by being a role model and encouraging involvement in activities and providing positive parenting groups
- 2.6. Attend court on an occasional basis if required and to provide reports.

- 2.7. Attend and prepare reports for child case conferences as and when required.

3. Administration

- 3.1. Set up and maintain information, record keeping and monitoring systems in relation to child care as required by the funding body;
- 3.2. Record all relevant financial transactions and ensuring the safe keeping of petty cash;
- 3.3. Deal with correspondence, produce written reports when required and be self-servicing
- 3.4. With other workers, be responsible for the day to day and routine maintenance of the mini-bus
- 3.5. Ensure that all expenditure is within budget, seeking approval prior to incurring any expenditure outside of the agreed budget

4. Teamworking

- 4.1. To build up and share information and expertise with co-workers, women in the refuge, support groups, the Women's Aid Federation England (WAFE) and with the other refuges in the borough
- 4.2. To actively participate in regular team meetings
- 4.3. Liaise closely with refuge and other staff, to ensure a consistent approach to women and their children
- 4.4. To liaise closely with the senior children's worker, take advice and guidance in delivering services
- 4.5. To participate in the development of an annual work plan in consultation with management, other colleagues and service users.

5. External Liaison

- 5.1. Develop professionally mutual supportive relationships with relevant external agencies

- 5.2. To attend external meetings, including any sub-group meetings when required.
- 5.3. As agreed with the Manager, participate in educating and informing the local public, media, police, schools, social services and other organisations about the needs of the children in the refuge and other children effected by domestic violence, the work of Greenwich Women's Aid and its aims

6. Equalities and diversity

- 6.1. At all times, to actively implement and monitor GWA's Equality & Diversity policy and procedure

7. General

- 7.1. Promote the aims and objectives of the organisation and ensure that all contacts with external people and organisation fully reflect the professional approach of the organisation.
- 7.2. Ensure all relevant Health & Safety regulations are complied with at all times, including Lone Working policy and procedure.
- 7.3. To actively participate in regular support and supervision and appraisal meetings, and to take responsibility for own learning.
- 7.4. To keep up to date, by reading, attending appropriate training and/or conferences etc, to ensure good practice at all times.
- 7.5. Occasional supervision of students, work placements and voluntary workers, in connection with Children's Work, as required.
- 7.6. Work at any site in the borough of Greenwich and elsewhere as required
- 7.7. Undertake such other duties as required, commensurate with the overall responsibilities of the post, including providing generalist cover for other workers.
- 7.8. Supervise the work of volunteers as appropriate
- 7.9. Any other duties as required by the manager

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CHILDRENS WORKER

Person Specification

ESSENTIAL REQUIREMENTS		¹	To be tested
	Understand, empathise with and be committed to actively implementing GWA's Equality and Diversity policies		A & I
1)	Ability to work within Women's Aid's aims, values, principles, and policies		
2)	Ability to communicate to a wide range of people in an appropriate way	S	A & I
3)	An understanding of Domestic Violence and its impact on families	D	A & I
4)	An understanding of child protection legislations and how it impacts on the work of organisations like GWA		A & I
5)	Experience of multi-agency work with statutory and voluntary agencies		A & I
6)	Childcare Qualification – minimum NVQ Level 3	S	A & I
7)	Ability to monitor, maintain and develop key working systems and procedures.		A, T & I
8)	Written communication skills to present clearly complex information		A, T & I
9)	Skills to effectively communicate with people in person and over the telephone		A & I
10)	Ability to plan and prioritise own work and take decisions within a pressured environment.		A, & I
11)	IT literacy – including the use of email, information retrieval, basic desktop publishing, ms word and databases – and to be self servicing		A, T & I
12)	Ability to manage petty cash		A, T & I

¹ A = Application Form, T = Test pre interview, I = Interview S=Shortlist, R=References, D= Desirable

13)	Skills to take responsibility for own learning and development		A & I
14)	Skills to contribute to effective team working and development		A, & I
15)	Willingness to work outside normal hours as required to meet the needs of the service.		A & I
17)	Willingness to work at any site in the borough of Greenwich, as required		A & I
18)	Full UK Drivers Licence & ability to drive a minibus	S	A
19)	An appreciation of the diverse nature of the client group and an understanding of how to tailor support in an appropriate way		A, & I
20)	Ability to work with colleagues as part of team and on your own initiative	S	A, & I
21)	Ability to develop innovative programmes in response to individual need	S	A, & I
22	A good attendance record Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered.	S	A,R & I
23	Due to the nature of the work which involves substantial access to children, this post is exempt from provision of Section 4(2) of the Rehabilitation of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1975 (Exemptions) Order 1975. This post is subject to a satisfactory enhanced CRB disclosure.		A, & I