URole profile

Job Title:	**Sitter/Befriender** 2 hrs/ month minimum hours contract
Department:	FAMILY LINKS SERVICE, CWDT
Directorate:	CHILDREN AND FAMILIES

Grade: **5**	**Spinal column point range:** **12-15**
Post no.:	Various
Location:	Childs home and out in the community

Role reports to:	Deputy Team Manager, Family Link and Sitting Service
Direct reports:	**Family Link Co-Ordinator, Family Link and Sitting Service**
Indirect reports:	

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.

Purpose of role

- 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.
- To work in accordance with guidelines set out by the Family Link and Sitting Service.

Key accountabilities

- To care for a child with a physical, medical or learning difficulty
- To provide play activities to the child according to their needs, abilities and interests
- To make and maintain a good working relationship with the child's family
- To commit to regular contact with a child/ family as agreed with the line manager and the family
- To ensure that the family and the service are informed if unable to keep an arrangement
- To take over the care of the child and perform any tasks that the parent/carer would normally do
- To ensure consistent and good communication with the line manager about any aspects of work

- To record the details of each session /contact with a child as outlined in the FLSS recording forms
- 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 and reflective sessions provided by the coordinator.
- 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 (compulsory) - days and evenings, core hours between 10am and 3pm for a minimum of 16hrs a month.**

Desirable additional availability:

- Weekdays after school from 4pm onwards
- Weekdays daytime during school holidays

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

- None

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Candidates are requested to address all criteria marked with (**) within their application and provide specific examples demonstrating how they meet each criterion. Examples should clearly evidence relevant skills, knowledge, qualifications, and experience.

Essential knowledge, skills and 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 Saturdays and some evenings. (**)
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) and experience

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 and behaviours

Improved life for residents	**Trustworthy**	**Collaborative**	**Innovative**	**Accountable**
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they'll do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards