



**achieving  
for children**

## **JOB PROFILE**

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**Job title:** Home and Community Worker (casual)  
**Grade:** Scale Point 10-13  
**Job family:** Family Support  
**Directorate:** Prevention and Early Help  
**Reports to:** Home and Community Support Manager/ Scheme Coordinator

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### **VISION FOR ACHIEVING FOR CHILDREN**

*Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.*

### **CONTEXT**

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into seven key business areas: Children's Social Care; Education; Early Help; SEN and Disabilities; Health Partnerships; Standards and Improvement; and Finance and Resources. Each business area is led by a Director or Associate Director who reports to the Chief Executive Officer. The Disabilities and SEN Service includes the following Business Units: Disabled Children; SEN; Educational Psychology; Sensory Impairment Service and Portage.

The Disabled Children's service provides support for disabled children, young people and their families. Children accessing this service have a range of needs including complex health needs, challenging behavior, communication needs and severe learning difficulties

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the

most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

## **PURPOSE AND RESPONSIBILITIES**

The role of a Home and Community Support Worker is to be part of a group of workers providing practical care and support to children with a disability and their families. They promote children, young people's and families well-being by providing families with a break from caring whilst at the same time the child is engaged in a valued, fun and supportive activity.

### **Job content is listed below:**

1. To provide home based support or support in community activities to promote opportunities for children, young people and their families to participate actively in their community.
2. To support children and young people with a disability, individually or in groups to engage in fun, exciting play in the home or community based activities.
3. To provide care for children/young people with a disability in a manner that respects their individual needs and rights, promoting choice and independence according to the child/young person's ability. This could include all the child's personal care needs such as eating, dressing, toileting, bathing and the administration of medication.
4. To comply with the child's behavior management plan, risk assessment and moving and handling plans as agreed by the (line manager title) and the child's parent/carers.
5. Complete appropriate planning to ensure that the activity meets the needs of the child, any risks are minimised.
6. Safely support children in an environment suitable for their needs, take appropriate action in an emergency reporting incidents or any significant concerns identified whilst supporting a child or young person with a disability, including safeguarding concerns.
7. Maintain and share accurate records of sessions with the child/young person, including any financial expenditure incurred.
8. To assist with the escorting and transporting of children as needed.
9. To work independently without supervision

## Communication

10. Communicate with families in a professional manner to develop trust, gain an understanding of their child's needs and to inform them of their child's achievements during the session.
11. To work in partnership with parents, colleagues and other professionals involved with disabled children to meet their needs and achieve the goals identified in their care plans.

## General

12. To engage in induction, core and personal development training, one to one and group supervision and appraisals as appropriate.
13. Champion the promotion of diversity and equalities in the development and delivery of services and in all aspects of people management.
14. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

## VALUES AND BEHAVIOURS

Evidence that you put children and young people first.	Essential	Interview
Evidence that you work in partnership to improve services.	Essential	Interview
Evidence that you focus on quality and innovation.	Essential	Interview
Evidence that you listen and learn to develop the organisation.	Essential	Interview
Evidence that you champion inclusion and value diversity.	Essential	Interview

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## QUALIFICATIONS AND EXPERIENCE

### Qualifications

NVQ 3, QCF 3 or equivalent in relevant field	desirable	Application form
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### Experience

Experience of direct working with children with a disability in a health, education, social services or voluntary sector setting	Essential	Application form and interview
Experience of working as part of a wider team.	Essential	Application form and interview
Willingness to support children/young people with complex needs, challenging behavior, health issues and who may require personal care.	Essential	Application form and interview

### Knowledge, skills and abilities

Understanding of the importance of play	Essential	Application form and interview
Ability to work alone and use own initiative and make use of advice/supervision	Essential	Application form and interview
Ability to communicate effectively with a range of children, families and professionals	Essential	Application form and interview
Ability to keep accurate records and maintain confidentiality	Essential	

		Application form and interview
Demonstrate why health and safety are important in employment and service delivery	Essential	Application form and interview
Evidence that they have the skills required to effectively support children/young people with a disability	Essential	Application form and interview
Ability to develop positive relationships with children/young people with a disability	Essential	Application form and interview

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.