JOB DESCRIPTION

**JOB TITLE**:

**Play Worker Female\***

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

**Working hours**: 37 per week

**Salary:** Living wage for age group

***Workers should be “violence free in their own lives.”***

***Applicants are asked not to put themselves forward for selection if this is not the case.***

**MAIN PURPOSE AND SCOPE OF THE JOB**

* To provide play sessions to pre-school and school age children who have experienced domestic abuse and are staying at the refuge. This will be through both structured and free play.
* To work to break the cycle of abuse.
* To focus on preventing domestic abuse.
* Work to empower and support children/young people to make positive choices.
* To work in partnership with voluntary and statutory sector organisations and the community; attending meetings and events including in the evenings and at weekends

**POSITION IN ORGANISATION**

**Reports To:** **Senior Support Worker/Service Manager**

**Responsible For:** N/A

**Budget Responsibilities:** N/A

**Hours:** 10 hours per week; the timetable will vary to meet the needs of the service and its clients. The Portsmouth Service is staffed 9am-9pm Monday to Friday and 10am-6pm Saturdays and Sundays.

**Location:** STOP DOMESTIC ABUSE currently has refuges in East Hampshire, Fareham, Gosport, Havant and Portsmouth. The post-holder may be based at more than one site.

**DUTIES AND KEY RESPONSIBILITIES**

1. Plan and deliver age-appropriate structured and free play activities to children and young people living in refuges.
2. Deliver crèche support for group work delivered in the refuges and the community.
3. Welcoming women and their children into the refuge and providing them with support to meet their practical and emotional needs
4. To ensure that a high standard of information, advice and temporary accommodation is provided for all victims and survivors of domestic abuse.
5. To assist with the smooth running of the refuge on a day-to-day basis including ensuring the building is maintained in good order and meets the requirements of health and safety.
6. To work in partnership with individual mothers in the refuge regarding particular needs of their children
7. To support the Support Worker – Children and Young People Specialists/Refuge Specialists in creating the individual support plans with the women and children living in the refuge and supporting and empowering them to achieve their goals.
8. To provide support to women in promoting the mother/child relationship
9. To help provide group work for residents, former residents and women living in the community and to provide them with on-going advice and support.
10. To help children begin the healing process of working through their traumatic experiences of domestic abuse and change.
11. To help organise and supervise children’s activities during the day and after school as needed. These may be in the refuges or in the community.
12. To help organise and deliver holiday activities for children, young people and families.
13. To advise the Senior Support Worker/Service Manager of any child protection or vulnerable adult concerns or issues without delay and to ensure that child welfare is ensured in accordance with STOP DOMESTIC ABUSE Protection from Abuse Policy.
14. Help maintain accurate and confidential records using our secure web-based case management database and contribute to monitoring information for the service.
15. Ensuring that all relevant records are kept accurately and in a timely manner, both on paper and electronically.
16. Ensuring the confidentiality of client information is maintained, in accordance with STOP DOMESTIC ABUSE’s Confidentiality Policy.
17. To support the Support Workers – Children & Young People Specialists in the day to day running of the playroom.
18. To advise the Support Workers – Children & Young People Specialists of any suitable materials or play equipment to purchase for the playroom.
19. Assisting with providing cover for absent colleagues during periods of sickness, holidays etc., as requested by the Senior Support Worker/Service Manager.
20. To ensure residents participation in cleaning of communal areas thus ensuring a good standard of hygiene is maintained in the refuge. To ensure preparation of vacant rooms ready for re-letting. To participate in the cleaning of communal areas and vacant rooms personally if required.
21. To participate in gardening and general maintenance of the refuge buildings to ensure that the premises are safe and to a high standard for all those who use it. This may include referrals to other organisations, however personal participation will be required.
22. To work within the confines of confidentiality, the staff Code of Conduct and Professional Boundaries policies, in working with clients, colleagues and external agencies. To ensure the security of sensitive information is maintained.
23. To carry out other such duties as appropriate to the scope and grade of the post, as may be requested from time to time to meet the needs of clients and the service.

This job description is a new role and sets out the duties of the post at the time when it was drawn up and will be reviewed after six months. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| Play worker | |  |  |
| Criteria  E = Essential  D = Desirable | | E or  D |  |
| **Skills and Abilities** | The ability to build rapport quickly with women, children, young people and men participating in the service.  The ability to build rapport quickly with families participating in the service.  The ability to work constructively with the parent/guardian and their children in order to foster their relationships.  A commitment to the empowerment of children and young people.  A commitment to equal opportunities.  Organisational skills and the ability to prioritise work on a daily basis.  The ability to work as part of a team and on one’s own initiative.  Numeric and literacy skills to undertake administrative tasks.  Computer Literacy.  Effective communication skills.  Ability to work flexibly  An understanding of and ability to practice confidentiality.  Strong commitment to anti-oppressive practice and working with diversity.  Good self management skills and above average ability to take initiative and problem solve.  Ability to be flexible regarding tasks given, to work as a team to achieve a common goal and willingness to participate in general cleaning, gardening and basic maintenance of the refuge buildings to ensure a high standard to living environment for the families. | E  E  E  E  E  E  D  E  E  E  E  E  E  E  E |  |
| **Experience** | Experience of providing support to young people and children under stress and who are vulnerable.  Experience of working with children and young people.  Experience of working with a diverse range of people, including those experiencing deprivation. | D  E  D |  |
| **Knowledge** | An understanding of and a commitment to the principles of Southern Domestic Abuse Service.  An understanding and awareness of the needs of women, men and children of all ages who have experienced domestic abuse.  An understanding and knowledge of child protection and safeguarding and the ability to work within national, local and organisational guidelines.  An understanding of and ability to practice confidentiality.  Ability to work in partnership with children/young people and deliver support in ways that meet identified needs. | E  D  D  E  E |  |
| **Qualifications** | A clean driving licence and car owner.  A levels or above.  A relevant qualification for working with children/young people.  Ability to work at NVQ (or equivalent) level III.  Further Education Qualification. | D  D  D  D  D |  |
| **Personal Attributes and Other requirements** | Personal Qualities  Ensuring Equal Opportunity.  Emotional Intelligence.  Good standards of hygiene and personal presentation.  Be compassionate and empathetic with your client’s situation.  Act with integrity and respect when working with all clients, agencies and individuals.  Be optimistic about the possibility of personal growth and change.  Awareness of professional boundaries.  **Other Requirements**  The post is based in the refuge and in the community  The post is a part time job.  There may be an occasional requirement for early morning/evening work in this job.  The work of STOP DOMESTIC ABUSE can require the distribution and transportation of materials, literature, display equipment, etc and, therefore, the post holder must be fit to lift normal boxes of stationery, minor equipment and carry same.  An enhanced DBS (Disclosure and Barring Service) disclosure will be required for this role. | E  E  E  E  E  E  E |  |

January 2018