

## **WELWYN HATFIELD WOMEN'S REFUGE & SUPPORT SERVICES (WHWR)**

### **CHILD SUPPORT WORKER JOB DESCRIPTION**

**DESIGNATION** CHILDREN & YOUNG PERSON'S SUPPORT WORKER

**HOURS** 20 HOURS PER WEEK

**SALARY** £21,962 PER ANNUM (PRO RATA) NJC SCALE 24-28

**REPORTING TO** The Refuge Manager

**EMPLOYED BY** The Board of WHWR

**JOB PURPOSE** To stimulate and develop the play capabilities of all children living in the Refuge according to their development. To work effectively and sensitively with the children to allow them to voice anger, dissent, grief, loss etc. in safety and, where possible, enable the child to work with their feelings. To work with other agencies to raise awareness of the particular needs and concerns of children who have experienced domestic violence.

#### **MAJOR TASKS**

1. To focus on the play needs of all the children in the Refuge regardless of their age and build therapeutic relationships with them
2. To liaise with the mothers/carers of the children and young people and work with them to the child's best interests together with other professional and voluntary agencies
3. To forge links with other agencies working with children and raise awareness of the needs and concerns of the children we work with while encouraging good practice
4. To communicate effectively with the Refuge Manager and other members of the team concerning the needs of the children and young people
5. To take all possible steps to ensure the safety and confidentiality of service users and staff

#### **JOB ACTIVITIES**

1. To liaise and co-operate as appropriate with other members of the team in the best interests of the children.
2. To liaise and co-operate as appropriate with nurseries and schools, Social Workers, Health Visitors, Children and Family Court Advisory Support Service and other professionals; to advocate on behalf of the children with other agencies
3. To attend meetings, conferences and networking events to promote the particular needs and concerns of children who have experienced domestic violence
4. To keep up to date with legal and policy issues affecting children and developments in ways of working with our client group
5. To organise and supervise outings during the school holidays and birthday and special occasion parties for the children
6. To be prepared to discuss any problems regarding the health or development of a child with his/her mother; to offer sensitive advice to the mother if appropriate

7. To provide pre-school children with appropriate play and create activities according to their stage of development
8. To provide school age children with activities appropriate to their abilities and needs
9. To be aware at all times of the health and safety of the children in the Refuge and to advise the Refuge Manager of any potential dangers existing in the children's play areas
10. To ensure that a diverse range of play, reading materials and resources are available to the children and young people
11. To adhere to WHWR policies and procedures
12. To write an accurate record into their files or the log of matters which need to be noted regarding the residents
13. To attend team meetings, meetings with the Refuge Manager and fortnightly external staff group supervision
14. To administer first aid treatment when necessary
15. To undertake general Refuge duties and accept delegated duties from the Refuge Manager as appropriate