**This project is funded by the NI Executive’s Social Investment Fund.**

**Specialist Home Support Worker vacancy (Maternity cover)**

harity No. NIC100114  **Job Ref: HS18\_04**

# JOB DESCRIPTION

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| **Job Title**:  | Specialist Home Support Worker (10 months- Maternity cover)  |
| **Location:**  | Based at Sólás premises, 284a Ormeau Road, Belfast BT7 2GB. Support will also be delivered in the family homes (various locations)  |
| **Responsible To:**  | Sólás Managing Director  |
| **Reports To:**  | Managing Director and Early Intervention Project Manager  |
| **Salary**:  | Competitive – NJC Spinal Point 24-27  |
| **Hours:**  | 37.5 per week to include Monday - Friday 9.30am-5.30pm Flexible (may include evenings and weekends depending on needs of the families receiving home support)  |
| **Application closing date:**  | Monday 4th June at 5pm   |
| **Interviews:**  | Wednesday 6th June 2018  |
| **Start date**: | Week beginning 18th June 2018 (contract until 31st March 2019)  |

**Sólás delivers practical support services for children & young people with additional needs including autism, and their families. Based in South Belfast, it strives to promote the inclusion of those with disabilities into the social, economic and cultural life of the community, and promote values of fairness and equality.**

**The project involved is part of the Special Education Needs (SENS) Home Support Early Intervention Project, funded by the NI Executive.**

**Key Responsibilities:**

Work alongside project staff to deliver the Sólás Home Support programme (incorporating respite) and placing staff with families to deliver support sessions, and all associated reporting, recording and implementation of policies;

Ensure comprehensive assessment of each child’s needs accessing the Special Education Needs (SENS) Home Support Early Intervention Project and thus take an active part in planning and developing individualised child-centred and family-centred support programmes;

Engage and Deliver the specific individualised programme of support for each child and family accessing the SENS Home Support Early Intervention Project;

Support quality care initiatives such as ensuring user participation and parent input for SENS Home Support sessions;

Prepare Visuals, PECs resources and social stories etc. as required by individual children and families supported on the SENS Home Support Early Intervention Programme;

Work closely with colleagues in the multidisciplinary team to ensure a comprehensive and seamless support service for children;

Assist in the procedures for assessing, monitoring and evaluating of the SENS Home Support Early Intervention Project programmes offered by Sólás;

Engage with referral networks to reach and support children with additional needs in the specified South Belfast geographic area;

Ensure adherence to all statutory guidelines, including BHSCT and Childcare Minimum Standards;

Ensure a working knowledge of and act within the Sólás guidance for ‘Safeguarding Children’ and all other Sólás policies and procedures;

Communicate effectively and sensitively with children with additional needs and their parents/ carers. Communication with parents/carer should be carried out with due regard for confidentiality and where appropriate on a one-to-one basis;

Participate in relevant mandatory training as specified by management;

Monitor and deliver the agreed work plan within the timeframes and schedules agreed.

 **Personal Responsibilities:**

Maintain absolute integrity and confidentiality in relation to personal issues and care of children with additional needs and their parents/ carers, who are supported by Sólás as well as other associated groups/organisations;

To adopt a flexible approach to working hours in order to deliver flexible support and care and to support the best interests of the children in our care;

Participate in appropriate training as directed by Sólás and highlight own training needs.

**Organisational Responsibilities:**

Adopt a proactive approach in promoting Sólás and activities relating to the programmes;

Ensure adherence to all Sólás policies and procedures;

Any other duties deemed necessary by the management of Sólás

 ***N.B. This job description is not definitive or restrictive and may be modified to meet the changing needs of Sólás.***