



**Children’s Support Worker**

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| Job Title | Children’s Worker- Female  |
| **Grade** | 25 |
| **Responsible to** | Refuge Manager |

# Purpose of Job

To identify and meet the needs of children and young people who come to live in Leeds Women’s Aid refuges. This may include child development, educational needs, safeguarding and therapeutic issues.

The post holder will ensure that the child’s needs are met by working collaboratively with other agencies and by providing support to children both individually and in groups.

# Responsibilities

* To identify the needs of children and young people who come to love in a Leeds Women’s Aid property as a result of Domestic Abuse.
* Provide children new to refuge with an age specific “Welcome Pack “and help them to settle in generally.
* Undertake assessments of a child’s needs, and implement support/ action plans to address those needs.
* Undertake CAF’s (Common Assessment Framework) and lead on both the CAF and / or Early Intervention when it is a highlighted need.
* To establish a relationship of trust with children in order to identify and meet their needs.
* To work with Refuge Support Workers to provide holistic packages of care for families with clear lines of accountability and information sharing where a number of staff are working together to support a family.
* To establish and maintain effective collaborative working relationships with staff in key agencies e.g. Children’s Centres, Health Visitors, CSWS, Intensive family Support etc, so that the needs of children are met by the relevant statutory and voluntary agencies.
* To work with children in refuge on an individual basis, providing support and reassurance through play and other therapeutic activities.
* To provide parenting and family support to families in refuge and accessing our outreach services to enable them to access parenting provision in the community.
* To ensure safeguarding issues are dealt with strictly and in accordance with LWA’s / LDVS Safeguarding Children and Young People Policy and the local Safeguarding Children and Young People’s Board procedures.
* To maintain comprehensive records of all the work undertaken with and on behalf of children and young people.
* To help children access nursery, school and afterschool activities.

To facilitate group play and development activities with children, working with external agencies where appropriate.

* To consult with children and young people in refuge about the kind of services they would like to see provided.
* To carry out any duties commensurate to this post.

##### Relationships

Children’s Workers will be directly supervised by the Refuge Manager who will report to the Head of Services. All paid members of staff are accountable to the Chief Executive, and ultimately the Trustees of Leeds Women’s Aid, and will work according to policies and procedures agreed by them.

Children’s Workers will also be required to work with a broad range of statutory and voluntary agencies in Leeds.

###### Physical Conditions

The post will be based in the main office site in Refuge. The post holder will also have to travel to the dispersed properties across Leeds to offer the same services to those families.

##### Economic Conditions

Other terms and conditions of this post are based on NJC for the Local Authorities Administrative, Professional, Technical and Clerical Services as adopted or amended by the Council.