**JOB DESCRIPTION**

**CHILDREN’S & JOINT COMMISSIONING SERVICES DEPARTMENT**

**JOB TITLE:** CHILDRENS SERVICES SESSIONAL WORKER

# **DIVISION**: CHILDREN AND FAMILIES

**GRADE:** BAND 6

**RESPONSIBLE TO:** CHILDRENS CENTRE MANAGEMENT TEAM

**REFERENCE NO:** SR-106005

**Purpose of Post**

To support children, young people and their families to engage positively with planned activities and packages of support designed to support their happiness, safety and health.

To assist in the delivery of individual and group support for children and young people who access Children’s Centres and also support supervised contact between children and their parents who are in receipt of social care services.

**Key Relationships**

Children and their families who are accessing Children’s Centre services, Children’s Centre Management Team and Social Workers.

**Main Duties and Responsibilities**

1. To work directly with children, young people and their families who are in receipt of/or seeking to access children’s services.
2. To carry out all duties in a way that is consistent with:
* The aims and objectives of Hartlepool Borough Council’s Children’s Services Department
* Safeguarding practices and procedures.
* Children and young people’s individual plans
1. Follow individual plans for children receiving supervised and monitored contact with their families and deliver group sessions in line with Early Years Foundation Stage.
2. Provide support and advice to parents of children and young people involved with children’s services.
3. Transport children and young people to and from contact/interventions/activities as needed.
4. To record all work undertaken in the appropriate format and to update management information systems.
5. Attend meetings/reviews and training as required.
6. Alert appropriate services to any difficulties and emergencies that may arise during contact, activities and interventions.
7. Handle small amounts of cash

Work flexibly including evenings and occasional weekends

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: January 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**