



Job Title	Day Lead Support
Managed by	Children's Team Manager
Hours	37.5 hour per week over 3 days Or 45 hours per week over 4 days
Salary	£12.34 per hour
Location	Poole, Bournemouth, Dorset
<b>Overall Purpose</b>	
To ensure positive outcomes and the continual safety, health and well-being of the children, young people and young adults using Children's Services. Provide domiciliary support to those who access Shapes and oversee the daily running of Lily's Place short stay home and Lawford Lodge transition respite home	
<b>Key Duties</b>	
<ul style="list-style-type: none"><li>• Take responsibility for a child/young person within the home and/or in the community.</li><li>• Adhere to the highest standards of Safeguarding Procedures including completing body map forms as required.</li><li>• Work to all Diverse Abilities' policies and procedures.</li><li>• Maintain a positive, professional working environment at all times.</li><li>• Attend all mandatory training courses and be responsible for own learning and personal development.</li><li>• Act as a role model for staff.</li><li>• Manage and direct staff in line with Diverse Abilities' working values.</li></ul>	
<b>In relation to staff</b>	
<ul style="list-style-type: none"><li>• Oversee staff team on duty, completing supervisions/performance reviews when needed.</li><li>• Support where necessary the emotional wellbeing of Children, young people, and Staff.</li><li>• Attend and take part in staff meetings and discussions. Play an active role as part of the staff team.</li></ul>	

### **In relation to administration**

- Take responsibility for ensuring up to date Care Plans on Nourish for the children/young people supported.
- Report writing and the completion of daily records.
- Follow medication regimes and be able to intervene where necessary with medical interventions (i.e., Giving rescue medications for epilepsy)

### **In relation to the child or young person's being supported**

- Follow each individual child or young person's care plan and contribute to their continuing development.
- Take responsibility for the dispensing and administration of children and young people's medications (including but not limited to; Administering tablets and/pr liquids, PEG Feeding and nebulisers).
- Take the lead in emergency interventions for young people as necessary.
- Support where necessary all children and young people with intimate and personal care e.g. intimate personal hygiene, feminine hygiene and bathing.
- Support where necessary any child or young person with eating and drinking or maintaining their nutritional needs.
- Support children and young people to fulfill their social and emotional needs through play/activities.
- Support with moving and assisting (i.e. Safely using a hoist, pushing a wheelchair etc.)
- Always encourage acceptable social behaviour from all children and young people.
- Follow guidance of other professionals in providing learning opportunities; follow any schemes /programmes suggested by therapists etc.
- Encourage self-advocacy whenever possible and help the children and young people in their attempts to communicate their wishes and desires.
- Where children and young people are unable to articulate for themselves, be prepared to speak up for them, promoting the child or young person's known views and preferences.

### **Other considerations**

- Responsible for Health and Safety whilst on Shift, including First Aid and Fire Marshall responsibilities.
- Responsible for maintaining infection control measures and ensuring staff uphold these.
- Discuss and report any concerns about the children or young people with senior staff.
- Take part in the On Call System
- Be trained to use Diverse Abilities vehicles and/or use own vehicle to transport child or young person.



Person Specification	
Qualifications	Criteria
<ul style="list-style-type: none"><li>• Diploma Level 3 (child specific) or equivalent</li></ul>	Desirable (or willing to work towards)
<ul style="list-style-type: none"><li>• Basic numeracy &amp; literacy</li></ul>	Essential
<ul style="list-style-type: none"><li>• Full UK manual driving licence</li></ul>	Essential
Experience	
<ul style="list-style-type: none"><li>• Experience of disabilities</li></ul>	Desirable
<ul style="list-style-type: none"><li>• Experience of working with children and young people</li></ul>	Desirable
<ul style="list-style-type: none"><li>• Experience of leading a team in a health and social setting</li></ul>	Essential

Personal attributes & other requirements	Criteria
<ul style="list-style-type: none"><li>• Interpersonal skills</li></ul>	Essential
<ul style="list-style-type: none"><li>• Team player with ability to motivate staff and self</li></ul>	Essential
<ul style="list-style-type: none"><li>• Good communication and organisation skills</li></ul>	Essential
<ul style="list-style-type: none"><li>• Tactful and diplomatic</li></ul>	Essential
<ul style="list-style-type: none"><li>• Ability to liaise professionally and sensitively with parents/carers and staff</li></ul>	Essential
<ul style="list-style-type: none"><li>• Understands values and respects people</li></ul>	Essential
<ul style="list-style-type: none"><li>• Good understanding of and rapport with children and young people</li></ul>	Essential
<ul style="list-style-type: none"><li>• Have a person-centred approach</li></ul>	Essential
<ul style="list-style-type: none"><li>• Ability to work under pressure</li></ul>	Essential

<ul style="list-style-type: none"><li>• Problem solving</li></ul>	Essential
<ul style="list-style-type: none"><li>• Self-management, including good time management</li></ul>	Essential
<ul style="list-style-type: none"><li>• Willingness to undertake training and personal development</li></ul>	Essential

*Diverse Abilities is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.*