

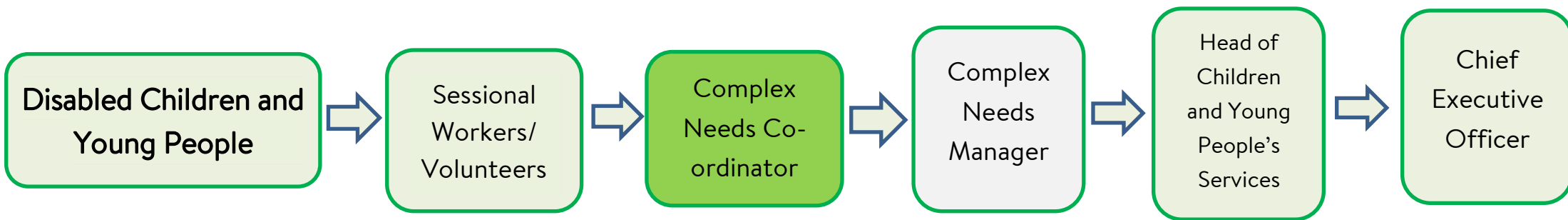
Role: Complex needs Co-ordinator – including OAA session’s

Reports to: Complex Needs Manager

Direct reports: Holiday Short Breaks Sessional Workers

Hours: 37.5

Department Structure:



Job Purpose:

The post holder will work closely with the Complex Needs Manager to engage with Disabled children and young people between the ages of 5 –19 (some of which may display complex needs or challenging behaviour) . This will include the planning, delivery and implementation of a variety of sessions across the School Holidays and during term-time.

Holiday Short Breaks (HSB Bristol & Woodview sessions)

WECIL deliver Short Breaks within the holidays for Disabled Children and Young People with Complex Needs and challenging behaviour. The provision is designed to give families a break and support the needs of CYP in a safe and supported environment.

Out & About sessions

WECIL deliver Short Breaks on two Saturday's each month for Disabled Children and Young People with Complex Needs and sensory impairments. Alongside this WECIL will be delivering direct payment sessions to some children and young people. The provision is designed to give families a break and support the needs of CYP in a safe and supported environment.

Direct Payment Provision including weekend sessions

WECIL work with Bristol City Council to provide a respite service for Disabled Children and Young People with Complex Needs and challenging behaviour through the direct payments system managed by the Bristol Disabled Children's Service. Which run in parallel to our Holiday Short Breaks and Out & About sessions.

Key tasks or duties:

Supervision:

- To support the complex needs manager to oversee a suitable schedule of delivery that is fair and appropriate for all Children and Young People attending.
- To support the complex needs manager by helping with the responsibility for all sessional staff working within

the provision ensuring everyone is following appropriate guidance, policy and process whilst also providing a stimulating and engaging service for the Children and Young People attending.

- To support the Complex Needs Manager in attending meetings with Bristol City Council's Social Care Hub Co-Ordinator and social care practitioners to ensure we are constantly updating where the support is needed and to support in partnership working with any other delivery partners.

Accountability:

- Support in ensuring health and safety guidance, policy and process is in place for all sessions and to ensure this is implemented by staff during provision.
- Support with ensuring strict safeguarding measures are in place and the WECIL policy is always adhered to.
- To ensure that staff administer any medication to the children at the appropriate times and in line with WECIL policy and processes.
- To ensure high standards of child centred care and supervision at all times
- To help develop the direct payments service focusing on quality support that is beneficial for both the Children and Young People and their family
- To organise, plan and lead on Out & About and Saturday direct payment sessions
- To support delivery on Holiday Short Breaks and Woodview sessions and to lead on these when needed.
- To work with a range of online systems and applications to ensure the most up to date information is maintained for all sessional staff and children and young people, including overseeing the training matrix and planning all sessional worker online and in person training.
- To support the Complex Needs Manager to carry out assessment visits for Children and Young People at home or school to ensure appropriate plans of support can be put into place and to signpost children and young people and their families to the most appropriate service, if ours is not suitable.

- To work with the Complex Needs Manager to ensure adequate staffing is in place for all children and young people accessing the service.

Independence of Action:

- To provide personal care to Children and Young People as and when may be appropriate in line with process and policy
- To work with the Complex Needs Manager to find effective solutions to barriers that are faced with regards to the provision.

Complexity:

- To support with the management of the Out & About and Holiday Short Breaks provision ensuring a high quality, safe, appropriate, and accessible service. This includes planning and delivering of the provision.
- To maintain effective records of attendance and use this to create reporting in line with contractual requirements
- Any other duties as deemed appropriate by the Complex Needs Manager or Head of Children and Youth Services

Relationships:

- To develop long-lasting professional relationships with families and children and young people who are accessing the service
- To be part of the team that is the first point of call for enquires into the Holiday Short Breaks service.

- To work with the wider Children and Young People's team to create a welcoming team atmosphere and build professional working relationships.

Environmental Responsibilities:

Contribute to WECIL's Commitment to tackling the climate emergency and improving the environment

General Responsibilities

- Work within WECIL's Safeguarding and Data Security Policies.
- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements
- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.
- To undertake training as required.
- To attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.

Signed:
Post Holder

Date:.....

Signed:
Line Manager

Date: