**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CHILDREN’S SERVICES**

**Service Coordinator JOB DESCRIPTION**

**Working arrangements:** Hours to be worked flexibly to meet the needs of the service

**Post Objectives:** To promote and safeguard the welfare of children with additional needs, of safeguarding by means of an effective assessment of need and the co-ordination and provision of appropriate services.

**Main duties and responsibilities:**

* To carry out assessments for children with additional needs at early intervention.
* To co-ordinate service provision to meet the needs of those children.
* To carry out reviews and visits in accordance with service procedures.
* To carry out direct work with children with additional needs using a variety of communication methods including work with their families in order to meet their assessed need.
* To respect and promote the needs of children arising from their disability, racial, cultural, religious and linguistic background.
* To engage parents, carers and children in meaningful and open working relationships, to encourage their full participation in meeting the needs of the children.
* To support the development of parents and carers as required in order to achieve best outcomes for disabled children.
* To undertake such work jointly within a multi-disciplinary team and from other agencies.
* To observe all statutory regulations.
* To attend meetings as required.
* To prepare and present information (both written and oral) to panels, and other agencies.
* To maintain up-to-date records on all work carried out and to ensure good and effective communication with other professionals involved.
* To attend all regular supervision sessions with the Team Manager as required, taking an active part and preparing for each meeting.
* To participate in all training as required.
* To observe all Council policies and procedures in respect of administration and professional practice.
* To contribute to policy making within the service and to the evaluation and review of services.
* To undertake such duties commensurate with the level of responsibility for this post.

**Tameside Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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**CHILDREN’S SERVICES**

**SERVICE COORDIANTOR PERSON SPECIFICATION**

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| 1. **Educational standard/qualifications/membership of professional body** | **Category** |
| Good general standard of education | Essential |
| Full driving licence essential unless precluded by disability when reasonable adjustments will be considered. | Essential |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | Essential |
|  |  |
| 1. **Experience** |  |
| Direct work with disabled children using a range of communication methods | Desirable |
| Direct work with disabled children | Desirable |
| Experience in joint working arrangements with other agencies | Essential |
| Knowledge of safeguarding / child protection | Essential |
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| 1. **Key Skills** |  |
| Skills in needs assessment and risk assessment | Essential |
| Ability to work effectively in a multi-disciplinary system | Essential |
| Ability to work jointly across the service and with other agencies | Essential |
| Ability to communicate openly and honestly with children, parents and carers | Essential |
| Ability to maintain up-to-date accurate information using IT database | Essential |
| Ability to relate with children with additional needs effectively | Essential |
| Ability to work as a member of a team | Essential |
| Ability to communicate effectively in writing and produce good quality reports | Essential |
| Able to present information to the public and groups | Desirable |
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| 1. **Key knowledge** |  |
| Understanding of theory of child development | Essential |
| Understanding of theory of communication with children and families | Desirable |
| Understanding of Children Act 1989 and 2004, Children and Adoption Act 2002, Working Together. | Essential |
| Understanding of anti-discriminatory practice | Essential |
| Understanding of the mental health needs of children | Desirable |
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| 1. **Key aptitude and personal qualities** |  |
| Ability to be non-judgemental | Essential |
| Aware of self and own values | Essential |
| Ability to be assertive | Essential |
| Self-confidence and personal resilience | Essential |
| Clarity of thought | Essential |
| Ability to seek out and develop own learning | Essential |
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| **For information:** | |
| **Category** | |
| (E) essential requirement without which the candidate would be unable to carry out the duties of the post | |
| (D) desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc. | |