

JOB TITLE:	Children's Care Assistant
RESPONSIBLE TO:	Director of Care
ACCOUNTABLE TO:	Clinical Lead Children's Service
SALARY:	£22,368
LOCATION:	Northfleet, Kent
HOURS:	22.5 per week (Monday, Tuesday & Thursday – 7.5 hours a day between 8:30am to 18:30pm)

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley, and for children in the London Borough of Bexley. The organisation has in-patient, outpatient and Living Well services at Northfleet, comprehensive Hospice at Home services and a range of out-patient and community services all supported and delivered through a multi-disciplinary team.

Main duties and responsibilities:

1. Working as part of our Respite Team, in direct partnership with the Specialist Children's Nursing team.
2. Providing 1:1 care to children in their own homes according to their individualised care plan. This may include feeding, washing, play and general activities to help support families
3. Developing, planning, and delivering group activities for children and young people aged 0–19 and their families.
4. In partnership with the child and family, working sensitively and professionally to ensure that the child's emotional, social, and physical needs are met in a way which enhances their quality of life and ensuring confidentiality is maintained and protected at all times.
5. Carrying out extended role nursing procedures as appropriate to the current caseload. For example (but not exclusively) tube feeding, tracheostomy care, non-invasive ventilation, suctioning and use of a cough assist machine. The post holder will receive appropriate support and training to undertake these skills, and following a period of supervised practice will then go through a competency assessment. A list of additional skills achieved will be added to the postholder's personnel file.

Service delivery:

1. Providing holistic planned care under the guidance of the Clinical Nursing team, whilst working in collaboration with the family, education, health, and social services. This care will encompass all aspects of the child/young person's needs including physical, social, and emotional elements.
2. Contributing to the monitoring and review of care plans by communicating any changes to a child's care needs.

3. To be aware of Safeguarding Children procedures and policies, recognise a child at risk and know how to escalate this to ensure the child's safety.

Administrative:

1. Ensuring that information is communicated and documented effectively to the clinical nurse team or other professionals as is expedient for the wellbeing of the child.
2. To contact the Clinical Lead or Children's clinical nurse specialist if at any time there is a concern regarding the child's condition or any aspects of the child's care.
3. Submit claims for expenses and hours worked regularly.
4. Maintain a diary showing whereabouts.
5. Keeping records of work undertaken are completed and up to date.

Professional Development, Education and Training:

1. Maintaining personal and professional boundaries at all times.
2. Working independently in a variety of settings, balancing competing priorities, and being prepared to adapt the support offered to meet the needs of a family within working hours.
3. At all times promote the work of **ellenor** and behave as a fit representative, upholding its policies and procedures and reflecting its values.
4. Any employee of **ellenor** has a responsibility to act professionally and therefore to raise with their Line Manager any situation, event or behaviour which does not fit within this framework.
5. Working co-operatively as part of the children's team, valuing other member's strengths, and being prepared to share your experience and skills with others.
6. Attending regular clinical supervision and statutory training courses as required.
7. Undertake an annual performance review and recognise this as an opportunity to identify areas for personal and professional development.
8. To behave in a way that values diversity and respects a family's culture and religion, ensuring all families are offered the same access to **ellenor** services.
9. To act as an ambassador for **ellenor** to raise the profile of the organisation at local, regional and national level as required

Health and Safety:

The post holder has the responsibility to take reasonable care of self and others about managing risk, health and safety and will be required to work within the appropriate policies and procedures.



Postholder's Name :

Postholder's Signature Date

Manager's name:

Manager's Signature Date

PERSON SPECIFICATION
Children's Care Assistant

	Essential	Desirable	Application/ Interview
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> Level 3 NVO Health & Social Care or equivalent or willing to undertake 	<ul style="list-style-type: none"> Nursery Nurse qualification or equivalent 	A/I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children and young people Experience in undertaking basic personal care tasks Understanding of the impact that living with a life-limiting illness has on children and families Ability to work in a compassionate way 	<ul style="list-style-type: none"> Experience in working with children and young people in a care, community, or education setting. Evidence of providing total care for children and young people with complex needs or disabilities. 	A/I
PLANNING & ORGANISATION OF WORK	<ul style="list-style-type: none"> Able to work alone, use own initiative and prioritise tasks appropriately 		A/I
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Good standard of communication: Written, Verbal and IT Understand the concept of confidentiality Analyse information, assess risk and raise concerns when appropriate. 		A/I
PERSONAL CHARACTERISTICS AND QUALITIES	<ul style="list-style-type: none"> Be able to undertake physical work e.g. moving and handling and use specialist equipment when trained to do so. Willingness to work flexibly to support the needs of service, including some evening/weekend work. Ability to communicate professionally with 		I

	others and work collaboratively. <ul style="list-style-type: none"> • Non-judgemental attitude that values and respects diversity 		
OTHER	<ul style="list-style-type: none"> • Able to drive/car owner 		A