



<b>Job title</b>	Children's Worker
<b>Responsible to</b>	Children and Young Persons Lead
<b>Remit of the post covers</b>	North Kent
<b>Department</b>	Children and Young Persons Service
<b>Hours</b>	25hrs per week
<b>Location</b>	Not Fixed (Medway base)

### **Purpose of Post**

North Kent Mind Children's Workers are recruited by the organisation to ensure support, development and facilitation of the service. Children's Workers have particular skills in group work, project development or leading presentations and experience working with young people.

The post involves work **directly with primary age children** to develop their understanding of mental health issues and coping mechanisms by providing programmes of activities, individual support sessions and other support as required. They will assist with service development by contributing to planning, delivery and monitoring of local provisions.

The elements which overall comprise North Kent Mind's Children and Young Person's Service are:

1. Presentations
2. Group Work
3. Project Development and Research
4. Networking
5. Project Management

Children's Workers are deployed in elements 1, 2, 3, 4 & 5 above.

### **Structure of the Post**

Children's Workers are responsible to the Children and Young Person's Lead and will receive supervision sessions. As part of the role, they will be supported to create bespoke training materials, drawing on i) materials provided by Mind and ii) utilising existing working experience with children's mental health.

The work on offer will involve venues throughout North Kent. Work will be term-time only, between the hours of 8:30am-4:30pm; term-time only positions are available for the right candidate. Travel costs incurred as a result of the workload are reclaimable as expenses in line with policies and procedures.

### **A: DUTIES OF THE POSTS: GENERAL**

These duties apply to all North Kent Mind Staff:

1. To work within a framework which:
  - Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, Health and Safety, Information Governance, GDPR.
  - Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
  - Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
  - Maintains good liaison with any other outside agencies as is necessary
  - Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal

3. To attend staff meeting and service team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

## **B. DUTIES OF THE POSTS: SPECIFIC**

### **Group Work / Presentations**

Psycho-educational group sessions will vary in duration, generally 45 mins-1hr long. Mind Children's Workers:

1. Study and develop comprehensive knowledge of the materials presented within the group work sessions.
2. Prepare for sessions – set up the venue before the presentation and clearing up at the end of the presentation.
3. Run and manage the group of participants who suffer from similar mental health conditions, enabling them to find and share ways of managing these conditions better.
4. Ensure an attendance log is kept
5. Give support and attention to individuals who, because of distress or other issues, have to temporarily leave the group during the session.
6. Welcome new attendees and getting basic details for the Registration Forms as well as keeping a log of attendance
7. Offer signposting, advice, information and follow up after presentations as needed.
8. Deal appropriately with any crisis or incidents which occur in line with the procedures and policies of the host organisation.
9. Aid the development and compilation of a presentation suited to the appropriate age group.

### **Individual Work**

Individual work with students will vary in duration, typically with a session lasting 30mins-1hr long. Mind Children's Workers will:

1. Work alongside the young person to identify their needs
2. Use an age appropriate, solution-focussed coaching approach to encourage personal development, goal setting and positive outcomes. Please note, this is not therapy, but a model that will be taught in training using positive psychology resources and framework
3. Offer individual signposting, advice, information and follow up after presentations as needed.
4. Deal appropriately with any crisis or incidents which occur in line with the procedures and policies of the host organisation.
5. Keep an attendance log and session notes for each session

### **Development and Research**

Mind Children's Workers will:

1. Helping with liaising as necessary with external organisations.
2. Identify and keep up-to-date with relevant legislation for working with young people.
3. Help to ensure the compilation of resources available to young people.

4. Help to identify local service providers and local schools to engage in the project.
5. Helping aid the promotion and sharing of information regarding the project with interested parties.
6. Help identify relevant themes to be addressed in mental health awareness presentations for young people.
7. Help to compile and organise materials for psycho educational group work.

## Networking

Mind Children’s Workers will be required to network with external agencies and represent North Kent Mind. This may involve:

1. Liaising with school staff for specific projects.
2. Liaising as necessary with staff from external agencies.
3. Helping to facilitate and develop good working relationships with external agencies relevant to the project.
4. Participating in meetings, workshops, and forums relevant to the project.
5. Help encourage and support partnership working.
6. Help to ensure promotion and awareness of the project in the locality.
7. Aid the collection of information about existing services and gaps in provision including local support services, groups and resources.

## Other

All work, where possible, will be face-to-face and delivered within school settings. Work will be conducted in line with the school’s risk assessments and government guidelines about COVID-19.

We are rapidly changing our delivery of the young beginnings project to include more telephone support, video-calls and webinars, ensuring that the service continues to support young people in all circumstances moving forward. The requirements are as above, and worker must be willing to be flexible to adapt to organisational changes in these areas.

## C. DUTIES OF THE POSTS – OPTIONAL

Where Children’s Workers have particular skills in particular activities or group work, they may be deployed for a series of activities, or special project, or self-management groups, by arrangement. As the lead facilitator for these sessions, additional duties will be negotiated.

## Personal Specification

Criteria	Essential	Desirable
An understanding of the issues affecting CYP (particularly primary school children) with mental health problems	✓	
An awareness and understanding of how people can move forward with their lives	✓	
A non-judgemental attitude to mental health service users	✓	
An empowering and positive attitude to CYP	✓	
Experience of working with CYP (particularly primary school children)	✓	
An awareness and understanding of legislation relevant to CYP work		✓
Ability to engage CYP in a diverse range of subjects	✓	

Ability to work within a team	✓	
Experience of supporting volunteers		✓
Good written skills	✓	
Excellent communication skills	✓	
The ability to communicate with a wide range of people including young people, staff and volunteers	✓	
Excellent listening skills	✓	
An understanding of the need for strong professional boundaries	✓	
Proactive and flexible approach to problem solving	✓	
Experience of working with groups	✓	
Experience of working individually with children/young people	✓	
Excellent organisation skills	✓	
Good computer skills	✓	
Able to work on own initiative and be self-motivated	✓	
Car driver/owner		✓
Ability to work term-time hours	✓	