Kent County Council Job Description: Centre Worker

Directorate: Children, Young People and Education

Unit/Section: Unaccompanied Asylum Seeking Children's Reception

and Safe Care Service

Grade: KSE

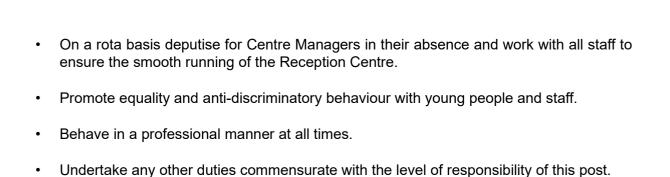
Responsible to: Centre Manager

Purpose of the Job:

To provide direct care to young people by engaging them in stimulating and meaningful learning activities and encouraging them to express their wishes and feelings and make their own choices as much as possible. To support young people attend all their appointments, learn independent living skills and engage in activities to help them learn English and feel happy and safe. By doing this Centre Workers help make sure young people are ready to move to independent accommodation within 8 weeks of arrival at the Reception Centre.

Main duties and responsibilities:.

- Attend daily handover meetings with the Centre Managers to understand what tasks need to be completed, by who and when, during the shift.
- Support the Centre Managers in welcoming and orientating all new arrivals to the Reception Centre.
- Accompany young people to/from all their appointments, which will involve transporting the young people in a company vehicle.
- Support Centre Managers to book follow up appointments when accompanying young people to initial appointment.
- Type clear and accurate reports for these appointments and submit these to the Centre Managers for Quality Assurance.
- Attend and contribute to young people's Child in Care reviews held at the Reception Centre.
- Provide observation reports of young people for age assessments at request of the Centre Managers.
- Complete Incident Reports and submit these to the Centre Managers whenever concerns are raised regarding the behaviours and safety of young people, staff or a third party.
- Engage young people in stimulating and meaningful learning activities.
- Encourage young people to express their wishes and feelings and make their own choices as much as possible.



Footnote: This job description is provided to assist the job holder to know what his/her main duties

appropriate to the grade of post.

are. It may be amended from time to time without change to the level of responsibility

Person Specification: Centre Worker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA			
QUALIFICATIONS	Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People Evidence of relevant professional development			
EXPERIENCE	Experience of working and caring for children or young people. Experience of working in a residential setting Experience of working with unaccompanied asylum- seeking children			
SKILLS AND ABILITIES	Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues.			
	Ability to prioritise and to work effectively on own initiative as well as within a team.			
	Computer literate – able to use basic IT programs including Microsoft Outlook and Microsoft Word.			
	Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.			
	Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.			
	Ability to drive a company vehicle to meet the requirements of the service.			
	A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.			
	Commitment to equalities and the promotion of diversity in all aspects of working			

KNOWLEDGE Knowledge of child development. Broad knowledge of processes, systems, law and regulation that impact on children in the care of the local authority. Knowledge of issues that impact on children including CSE, gangs and Prevent agenda. Awareness of GDPR and confidentiality issues. **Kent Values: KENT VALUES** AND CULTURAL We are **brave.** We do the right thing, we accept and offer **ATTRIBUTES** challenge We are **curious** to innovate and improve • We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all **responsible** for the difference we make Our values enable us to build a culture that is: Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent **Externally Focused** - Residents, families and communities at the heart of decision making

Flexible/agile - willing to take (calculated) risks

Curious - constantly learning and evolving

actions

Empowering - Our people take accountability for their decisions and