The Role:

The Early Years Support Worker will offer proactive support to children and families in the early years to empower and support them to be all they can be.

Accountable to: Early Years Coordinator/Direct Services Manager

Place of Work: Dan Young Building with requirement for some travel within the locality to accommodate needs of families.

Hours of Work: 37.5 Hours per week Days worked may vary to accommodate needs of families. The role will necessitate working some hours outwith normal office hours, including evening and some weekends.

Salary: circa £20,500. Pension Scheme, mileage reimbursement, utilisation of in-service training resources.

ETHOS: Direct Services use a person-centred approach to tailor information and support appropriately according to individual need. SBH Scotland works in partnership with other agencies to provide information and support to those affected, from antenatal diagnosis throughout the lifespan.
Main Duties and Responsibilities:

The Early Years Support Worker will:

➢ Facilitate and encourage play, learning and social development of all children & young people within the service between 0 to 8 years at home or in other early learning and childcare environment

➢ Co-ordinate and facilitate groups according to needs, promoting learning through play, independence, wellbeing and through making friendships

➢ Manage a caseload of children, young people, parents and carers as agreed with Line Manager

➢ Offer support to families at the earliest stage from antenatal scan through their early years

➢ Work in partnership with healthcare professionals to support families at specialist clinics

➢ Contribute to a Direct Services team rota responding to enquiries and requests for support and information

➢ As part of the direct services professional team, have a duty of care in creating a safe, effective and person centred service for all service users irrespective of age or disability

➢ Be committed to ensure that service users are safeguarded and protected from harm whilst engaged with any of SBH Scotland’s services

➢ Develop further the existing early years service which promotes health and well-being through early intervention strategies.

➢ Provide high quality play and learning experiences to enhance children’s development, communication and early literacy skills.

➢ Work collaboratively with the Direct Services team and external agencies to develop and enhance support to children & young people and their families within the GIRFEC framework

➢ Maintain confidential, accurate and up-to-date records and contribute to evaluation

➢ Establish and maintain effective communications and working relationships with partner agencies and colleagues to promote the wellbeing of service users.

➢ Ensure the economic and efficient use of charity resources

➢ Maintain & respect confidentiality of service users at all times

➢ Participate in regular supervision, evaluation and actively contribute to service improvement

➢ Conduct all activities in accordance with policies and guidelines detailed in the Staff Handbook
➢ Undertake any other duties commensurate with the role as discussed with Line Manager
## Person Specification – Early Years Support Worker

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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/Education** | ➢ Educated to SVQ3/4 level or equivalent level of relevant knowledge/experience.  
➢ Experience of working with children & young people in the early years  
➢ A current full driving licence and use of a car is required. | ➢ Experiences of working with children with special needs |
| **Knowledge** | ➢ Knowledge & understanding of early learning through play.  
➢ Knowledge of children’s developmental milestones.  
➢ Computer literate and able to use databases, social media & mobile technologies  
➢ Knowledge and understanding of GIRFEC framework  
➢ Knowledge and understanding of Child Protection and Confidentiality  
➢ Experience of working with children and families in a variety of settings  
➢ Knowledge of how best to support children. | ➢ Knowledge and understanding of Spina Bifida and/or Hydrocephalus  
➢ Knowledge and understanding of partner agencies and support networks  
➢ Understanding of attachment and implications  
➢ Understanding of additional support needs |
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<th>Abilities and skills</th>
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<td>➢ Excellent interpersonal skills and ability to develop constructive working relationships with identified children and families as well as a wide range of service users, carers and partner agencies.</td>
<td>➢ Proactive, resourceful and willing to contribute to the team in the interests of overall service aims.</td>
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<td>➢ Able to make safe judgements in accordance with the Association’s policies on lone working</td>
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<td>➢ Able to make safe judgements in accordance with the Association’s policies on lone working</td>
<td>➢ Ability to make decisions re the reporting of child protection (and vulnerable adults) issues and to ensure that such decisions are made within the context of the Association’s Policies.</td>
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<td>➢ Facilitator skills</td>
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<td>➢ Creative skills</td>
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<th>Personal Qualities</th>
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<td>➢ Good communicator with children &amp; young people, parents and carers</td>
<td>➢ Resourceful and empathic, with a commitment to a person centred approach</td>
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<td>➢ A “can do” approach</td>
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<tr>
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<td>➢ Enthusiastic and willing to learn</td>
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