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| JOB DESCRIPTIONJob Title: Link WorkerDepartment(s): Children and Young People’s Neurodevelopmental ClinicJob Holder Reference: **No of Job Holders:** |

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| 1. **JOB PURPOSE**   The Link Worker will be an employee of Voluntary Action North Lanarkshire (VANL), but will be seconded and based in Newmains Health Centre and will be part of NHS Lanarkshire’s Neurodevelopmental Team. Under the supervision of the Lead Clinician, the post holder will provide person-centred, targeted support and interventions to children and young people accessing the service. A key part of their role will be to work with the community and voluntary sector and other community partners to link children and families into the wider community supports. |

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| ORGANISATIONAL POSITION **NHL Neuro Developmental Team Co coordinator**  **(Line Manager)**  **VANL Children, Young People’s and Families Dev Officer**  (**Support &Guidance**)  **Link Worker** |

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| 1. **SCOPE AND RANGE**   The post holder will be an employee of VANL but will be seconded and based in Newmains Health Centre and line managed by the Neurodevelopmental Team Co-ordinator with support provided by VANL,s Children, YP & Families Development Officer  The post holder will provide a high quality service to this care group within a safe and supportive environment and will facilitate their emotional health and personal needs as identified and ensure confidentiality is maintained at all times.  The post holder will create early, effective and good relationships with parent/carers and other agencies thus promoting co-operative working, enhancing understanding and empowering families. |

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| 1. **MAIN DUTIES/RESPONSIBILITIES**  * To contribute to the planning and implementation of targeted intervention including information and supportive programmes for children and young people with Neuro Development challenges and their parents/carers. * To develop good working knowledge of available, relevant, services and projects in the local area to enable signposting. * To provide early supportive interventions and access to other services as required. * To maintain effective working relationships within the multi-agency, child focused service. * Work in an open and collaborative manner with clients, respecting their individuality and protecting their confidentiality at all times. * Demonstrate an awareness of the need for and participate in the preparation, implementation and evaluation of any interventions. * Be aware of and compliant with all NHS Lanarkshire/ VANL policies, procedures and local guidance, e.g. child protection, health and safety * Participate in personal development planning programmes. * Understand the role of the Children and Young People’s Neurodevelopmental team and communicate any concerns timeously to appropriate colleagues. |

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| 1. **EQUIPMENT & MACHINERY**   The post holder is required to ensure safe and efficient use of equipment in accordance with local policy:   * Non-clinical equipment, e.g. toys, play equipment and Health Promotion materials. * IT equipment. |

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| 1. **SYSTEMS**  * The postholder maintains accurate personally generated information. * Reports complaints as per NHS Lanarkshire/VANL policy. * Records personal activity in appropriate documentation. * Awareness of health and safety systems and responsibilities within, e.g. fire procedures, risk assessment. |

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| 1. **DECISIONS & JUDGEMENTS**   The potholder will sit within and be supported by the Children and Young People’s Neurodevelopmental Team, with day to day management coming from the Team Coordinator. Further support will come from the Children and Families Officer in VANL.   * Plan and prioritise workload in partnership with the Team Co-ordinator, * Work independently and without direct supervision in keeping with the responsibilities of the post and with appropriate timeous feedback to the Neuro Development Team Co-ordinator and VANL C, YP and Families Officer. * Recognising and reporting signs of potential Child and Adult Protection issues complying with NHS Lanarkshire/VANL policy. * Undertake continuous risk assessment to ensure patient safety. |

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| 1. **COMMUNICATIONS & RELATIONSHIPS**   The postholder will be expected to communicate with the Children and Young People’s Neurodevelopmental colleagues, the wider multi-disciplinary team, the VANL C, YP & F officer, community & voluntary sector colleagues, families, and other service providers using a range of written and verbal skills to ensure discretion and patient confidentiality is upheld at all times and that information communicated is accurate and timeous.  Examples of contacts include:  **NHSL VANL**  Line Manager C, YP & F Officer  Neurodevelopmental Team members other VANL staff as appropriate  Speech and Language Therapy Local Authority Education & Social  Occupational Therapy Local Authority Social Work  Paediatricians Parents/Carers  Learning Disability Children and Young people  CAMHS colleagues Housing Providers  Health Visitors Voluntary organisations & NL  School Nurses CYP & Families Network  General Practice  Administration & Clerical  Managers |

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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** 2. Exposure to distressing circumstances, e.g. child protection, mental health issues and behaviour problems in children. 3. Development of a Network. 4. Balancing priorities and time constraints. 5. Identifying services and making links with colleagues and partners in the community and voluntary sector. |

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| 1. **KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB ( see separate person specification)**  * Child care or health care knowledge acquired through HNC level or demonstrable experience of working with children with additional support needs. (essential)) * Experience of working in community & voluntary sector, community, nursery or education setting. ( essential) * Be able to work independently or within a team liaising with colleagues as required.( essential) * Effective verbal and written communication skills ( essential) * IT skills. ( essential) * Commitment to ongoing personal development.( essential) * Driving Licence ( essential) * Knowledge of relevant national/local policies and processes( desirable) |

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| **Job Description Agreement**  **Job Holder’s Signature**  **Print Name**  **Date**  **Head of Department Signature**  **Print Name**  **Date** |