**Job Description – Parent and Young Child Play Group**

**Play Group Worker 4 hours/week plus additional shifts as required**

**(weekly Play-Sense play group for parents/carers & children with additional support needs)**

**Responsible to:**

Autism Support Worker

**Salary and hours:**

Sessional 3-4 hours per week @ £10.90 per hour

**Purpose of Post:**

* To help our Autism Support Worker run weekly group for parents and their pre-school children with disabilities or special needs.

**Main duties and responsibilities:**

* Help set up and tidy play room and sensory room for weekly group
* Assist with regular checks of all equipment and toys used for group to maintain good hygiene and safety
* Prepare children’s snacks, help to supervise snack times and preparing refreshments for parents at the group
* Maintain confidentiality as set out in the Organisation’s Confidentiality Policy
* Promote equality of opportunity for all children and their parents/carers
* Provide support to new parents and children joining the group
* Participate in professional supervision and team meetings
* Ensure there is a positive, understanding atmosphere at the group
* Ensure the Accident Book is updated with details of any incident
* Participate in training as required
* Supervise volunteer helpers if required
* Maintain attendance records and assist parents/carers to complete evaluations as required
* Help maintain Play-Sense ‘wall’ with artwork, photographs etc as agreed with parents
* Liaise with other professionals/organisations as required
* Welcome visitors and promote the Group benefits to others
* Undertake any other reasonable duties as requested by Carers Hub Manage

**Skills required:**

* Genuine interest in working with children with disabilities and their siblings
* Good organisational skills - able to work with minimum guidance and supervision
* Good communication - able to maintain positive relationships with Carers Hub staff, parents, children and volunteers
* An understanding of child safety and child protection
* Able and prepared to seek guidance where necessary
* Basic IT skills