



Help for women,  
hope for everyone.

<b>ROLE PROFILE</b>	
<b>ROLE TITLE:</b> EARLY YEARS PRACTITIONER (Casual worker)	<b>REPORTS TO:</b> Early Years Supervisor
<b>TEAM:</b> Young Oasis	<b>SALARY:</b> £9.90 per hour
<b>RESPONSIBLE FOR:</b> providing high quality childcare within our crèche, based in a women's focused drug and alcohol project.	<b>HOURS:</b> Various (zero hour contract based)
<b>PURPOSE OF ROLE:</b> To provide high quality support for families and children under 10 years, supporting early learning provision within a crèche setting.	
<b>Competency area</b>	<b>Service delivery Key activities / decision areas</b>
<b>Childcare and parenting</b>	<p>To proactively deliver high quality childcare for children under 5 within the crèche, meeting the needs of the families and children using the service by:-</p> <ul style="list-style-type: none"> <li>• Caring for the children's physical needs</li> <li>• Promoting the physical, social, emotional, sensory and intellectual development of the children</li> <li>• Promoting the development of the children's language and communication skills</li> <li>• Caring for and promoting the development of babies</li> <li>• Contributing to the protection of children at risk of abuse</li> <li>• Observing and assessing the development and behavior of children</li> <li>• Contributing to the care and educational needs of children with special needs</li> <li>• Developing a structured programme for a child, in partnership with parent/s</li> <li>• Communicating with children and managing different behaviours in a supportive and caring manner</li> <li>• Providing advice, support and guidance to parents to promote positive care and parenting skills.</li> </ul>

<b>Competency area</b>	<b>Substance Misuse</b> <b>Key activities / decision areas</b>
<b>Support and empathy</b>	Support women service users with substance misuse issues turn their lives around by adopting a person centered approach, which includes:- <ul style="list-style-type: none"> <li>• Recognising indicators of substance misuse including problematic use of alcohol, making appropriate referrals</li> <li>• Enabling individuals to adopt safe practice associated with substance misuse</li> <li>• Supporting individuals in reducing substance misuse</li> <li>• Supporting individuals when they are using substances in line with Oasis’ policy and procedure</li> <li>• Relating to and interacting with women offenders with substance misuse issues to aid the development of effective relationships</li> <li>• Providing information and raising awareness about substances, their use and effects on an individual basis and via facilitating collaborative group learning</li> <li>• Developing and disseminating information and advice about health and social well being</li> <li>• Leading and contributing to the service delivery planning process of integrated programmes of care to achieve outcomes for women offenders with substance misuse issues</li> <li>• Supporting women offenders with substance misuse issues, including alcohol, in a range of difficult times, such as when distressed, at risk of harm, dealing with relationship problems</li> <li>• Contributing to the prevention and management of abusive, aggressive and challenging behaviour</li> <li>• Applying recognised theoretical models to enable individuals and groups to identify and explore concerns relating to their substance misuse</li> <li>• Carry out testing and comprehensive assessment to identify alcohol and other substances</li> <li>• Supporting and encouraging women offenders with substance misuse issues to address and to change their offending behaviour</li> </ul>
<b>Competency area</b>	<b>Health and Safety</b> <b>Key activities / decision making</b>
<b>Environment</b>	To assist the Early Years Supervisor in the implementation, development and delivery of a safe crèche service by:- <ul style="list-style-type: none"> <li>• Assisting in the implementation of Oasis’ record keeping and by following procedure and policy</li> <li>• Providing, recording and storing information</li> <li>• Providing a healthy, safe, secure and suitable environment for the delivery of crèche services.</li> </ul>

<b>Competency area</b>	<b>Following procedures</b> <b>Key activities / decision making</b>
<b>Developing Practice</b>	<p>To work collaboratively to support the wider goals of Oasis by:-</p> <ul style="list-style-type: none"> <li>• Helping women substance misusers and young people to access substance misuse services</li> <li>• Supporting service users in difficult situations and at times of distress</li> <li>• Developing own levels of knowledge and practice, reflecting on and evaluating own values and effectiveness in the role</li> <li>• Making use of supervision appropriately</li> <li>• Enabling the development of knowledge and good practice in others.</li> <li>• Meeting all regulatory requirements as well as Oasis’ policy and procedures</li> </ul>
<b>Competency area</b>	<b>Following procedures</b> <b>Key activities / decision making</b>
<b>General accountabilities</b>	<p>To work to Oasis’ principles:-</p> <ul style="list-style-type: none"> <li>• Demonstrate commitment to the vision and values of Oasis and understand how own behaviour and actions contribute to maintaining a culture of shared ownership and responsibility that supports Oasis in achieving its overall vision</li> <li>• Demonstrate awareness and commitment to working in a way that is ‘trauma informed’ and to recognise this approach as part of Oasis’ overall commitment to providing gender responsive services for women.</li> <li>• Demonstrate commitment to confidentiality and data protection guidelines</li> </ul>
<b>Other</b>	To undertake any other reasonable duties as requested by the line manager

<b>PERSON SPECIFICATION – EARLY YEARS WORKER</b>	<b>Essential or Desirable</b>
<b>QUALIFICATIONS</b>	
NVQ level 2 or willingness to actively work towards	Essential
Able to demonstrate knowledge and skills in line with the Common Core of Skills and Knowledge for the Children's Workforce or willingness to work towards	Desirable
First Aid (general)	Desirable
Paediatric first aid qualification	Desirable
<b>SKILLS, EXPERIENCE AND EXPERTISE</b>	
Proven track record (1 years experience or more) of working with children under 10 and their families	Essential
To have an understanding of working in a way that is 'trauma informed'	Essential
Experience of providing support and guidance to families to promote positive parenting and care	Essential
Skilled in carrying out administrative duties including data entry and report writing	Essential
Knowledge of the issues facing substance misusers, in particular female substance misusers	Desirable
<b>ABILITIES AND ATTITUDES</b>	
Knowledgeable about and committed to the principles of safeguarding	Essential
Committed to the principles of equal opportunity and diversity	Essential
Able to maintain professional boundaries	Essential
Proven verbal and written communication skills with the ability to tailor the message to the audience	Essential
Ability to work effectively as part of a team	Essential
Ability to be patient, calm and caring in all circumstances when dealing with the children	Essential
Adaptable and able to work in a challenging and changeable environment, both on own and in a team	Essential
To understand the importance of taking responsibility for own behavior and actions	Essential
To be aware of best practice around confidentiality procedures and a clear understanding of data protection guidelines	Essential
Ability to deliver against agreed objectives and targets and work efficiently	Essential

The post is subject to the satisfactory completion of a Disclosure and Barring Service (DBS - formally CRB) check at an enhanced level.

This job description accurately reflects the present position; it may be reviewed and amended but only after a proper period of consultation.