

## **Job Description**

|                        |                                                      |
|------------------------|------------------------------------------------------|
| <b>Title:</b>          | Children's Creative Arts / Music Intervention Worker |
| <b>Hours:</b>          | 26 - 30 hours per week                               |
| <b>Service:</b>        | Recreational Therapeutic Service (REC)               |
| <b>Reporting to:</b>   | Recreational Therapeutic Service Manager             |
| <b>Accountable to:</b> | Recreational Therapeutic Service Manager             |
| <b>Salary:</b>         | £25,077 FTE                                          |

### **JOB PURPOSE**

To promote and assist with the planning, preparation and delivery of therapeutic music programmes and other recreational delivery to support vulnerable children and young people who are struggling with their mental health or facing emotional wellbeing difficulties.

### **DUTIES AND RESPONSIBILITIES**

- Support and assist the coordinator in developing, promoting, preparing and delivering therapeutic music/ creative arts / programmes and other recreational programmes in schools and at other agreed venues across Luton and Bedfordshire
- Assist with and conduct initial programme suitability assessments to ensure children and young people are suitable to engage in a therapeutic programme
- Engage with venue providers, ensuring venues are suitable for the delivery of programmes
- Support other staff members/volunteers who assist with facilitating groups
- Ensure collection of CYP IAPT outcome measures
- Complete routine evaluation reports
- Support in running and organising after school drop-in group (Music in Mind)
- Undertake other tasks as requested by co-ordinator and service lead whenever reasonable

## **COMMUNICATION AND RELATIONSHIPS**

Key relationships:

- Recreational Therapeutic Service Manager
- Recreational Therapeutic Service Coordinator
- Recreational Therapeutic Service Team
- Clinical Supervisor
- CHUMS Clinical Team
- CHUMS Volunteers

## **PLANNING AND ORGANISATION**

**Physical:**

- Frequent lifting and moving of resources

**Policy and Service:**

- Follows policies in own role
- Implements policies and propose changes to practice and procedures for own area of working and work in conjunction with the larger CHUMS team to develop practice for the wider service

**Physical Resources:**

- Personal duty of care in relation to all equipment and resources
- Careful use of all facilities used by CHUMS

**Information resources:**

- Records personally generated information
- Ensures systems are kept up to date with client/visit information
- Writes reports in relation to the needs of individual children, young people and their families to other agencies where appropriate

**Training and development:**

- Undertakes relevant training and personal development as required
- Attends monthly clinical supervision

**Freedom to act:**

- Ability to prioritise own workload effectively
- Ability to use own initiative, make decisions and plan time effectively ensuring deadlines are achieved

## **ADDITIONAL INFORMATION**

**Mental effort:**

- Ability to focus and work in a busy environment

- The ability to work under pressure and prioritise workload as appropriate

**Emotional effort:**

- Ability to work within distressing or emotional situations

**Working conditions:**

- May be exposed to adverse weather conditions
- May be contacted outside of standard working hours
- Uses computer for part of the day
- May be required to work from home as well as in schools and venues in the community

**GENERAL TERMS AND CONDITIONS****Variation**

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Equal Opportunity**

All employees must comply with CHUMS Social Enterprise Equal Opportunity Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation or any other grounds which cannot be shown to be justifiable.

**Health and Safety**

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

**Data Protection/Confidentiality**

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information.

**Copyright**

All employees must comply with CHUMS' policies around the use of the companies' physical and intellectual resources.

**CHUMS Social Enterprise CIC**  
**PERSON SPECIFICATION RELATED TO POST OF:**  
**Recreational Therapeutic Service Intervention Worker**

| <b>Requirements</b>             | <b>Essential</b>                                                                                                                                                                                                                                                                          | <b>Desirable</b>                                                                                                                                                      | <b>Assessed</b>                      |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Education and Training</b>   | Training or relevant experience in working with children and young people                                                                                                                                                                                                                 | Relevant degree/qualification                                                                                                                                         | Application, Certificate & Interview |
| <b>Knowledge and Experience</b> | <p>Experience of working with children and young people in a group setting</p> <p>Knowledge and experience of playing a range of popular instruments including (but not exclusive to) piano and/or ukulele to a good standard. Experience in creative arts / drama / creative writing</p> | Experience of working with children and young people with a mental health difficulty, particularly anxiety, low confidence, low self-esteem and challenging behaviour | Application & Interview              |
| <b>Skills and Abilities</b>     | <p>Excellent communication skills</p> <p>Good leadership skills</p> <p>Ability to teach the fundamentals of a variety of musical instruments</p> <p>Ability to use own initiative and think creatively</p> <p>Good IT skills</p>                                                          | Music composition/arranging activity skills and ability to play music and plan creative arts activities                                                               | Application & Interview              |

| Requirements              | Essential                                                                                                                                                                                                                        | Desirable | Assessed                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|
| <b>Personal Qualities</b> | <p>Excellent organisational skills</p> <p>Ability to cope with high workload and multiple demands at a time</p> <p>Ability to manage time effectively and prioritise workload</p> <p>Able to work comfortably under pressure</p> |           | Application & Interview |
| <b>Other Requirements</b> | <p>Car owner</p> <p>Ability to work flexible hours to meet the needs of the service</p>                                                                                                                                          |           | Interview               |

Please note that candidates will only be invited for an interview if they meet the essential criteria for this post. Due to the large number of applicants we may receive, it might not be possible to provide feedback to those who are not successful at this stage.