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WANDSWORTH BOROUGH COUNCIL

Post: Information Officer
Aiming High for Disabled Children
Short Breaks Programme

Post Number: C0350

Post Holder:

Present Grade: to be evaluated

Department: Children's Services

Service: Family Information Service

JOB DESCRIPTION

The Aiming High for Disabled Children Short Breaks Transformation Programme is overseen by a multi-agency steering group and the AHDC Short Breaks Implementation and Commissioning Officer leads on the expansion of existing short break programmes and the commissioning of new services.

Feedback from consultation with parents / carers and other providers of short breaks services indicated that access to up to date information is critical in enabling families of children and young people with disabilities to access services in a timely way.

This post is joint funded by Wandsworth Primary Care Trust (NHS Wandsworth)

Main Purpose of the Post:

1. To ensure information in relation to services for children with special needs and disabilities held by the Family Information Service and on the Wandsworth Borough Council and Wandsworth Primary Care Trust websites is easily accessible and up to date. The post will focus especially on information relating to Short Breaks provision.
2. To enable parents / carers, children and young people to access information about services for children with special needs and disabilities in ways which suit their particular needs.

The postholder will report to the Family Information Service Manager

Duties and Responsibilities

- Provide assistance to parents / carers of children / young people with disabilities to enable them to access childcare, short breaks / leisure activities, education and health services for their child aged 0 - 18
- Ensure short breaks / childcare placements for children with disabilities are successful through assisting parents to negotiate any additional assistance for their child to access these services

- Liaise and work closely with the two other Aiming High for Disabled Children personnel – the Short Breaks Implementation and Commissioning Officer and the Workforce Development Officer
- Liaise and work closely with the Wandsworth Parent / Carer Forum on information needs for families with children with special needs and disabilities and use the forum's feedback to support quality assurance
- Collect information on local and national specialist services to assist the child's/ young person's development aged 0 – 18
- Collect information on local and national services to support parents of children with disabilities, with a particular focus on local health services
- Provide basic information on financial benefits and assistance available to parents with a disabled child
- Provide accurate and expert advice on the legal framework and the pathways available to parents for accessing childcare, short breaks, education and health services for children with special needs and disabilities.
- Be aware of the Disability Discrimination Act, the Special Educational Needs Code of Practice and other legal and policy documents as they apply to children and young people's ability to access services. This will include Aiming High for Disabled Children – full service offer for short breaks and the Early Support Programme
- Provide confidential and sensitive advice sessions for parents on their needs
- Produce publications and disseminate accurate and accessible information through a variety of means e.g. web sites, leaflets
- Provide workshops for parents on accessing services
- Liaise with and facilitate good working relationships with voluntary and statutory services that work with disabled children and young people in the borough
- Promote good practice amongst professionals within Children's Services, Schools, Health and the voluntary sector on enabling parents to access services eg through workshops
- Ensure the register of disabled children is maintained in the borough
- Work in support of Equality of Opportunity and support diversity and ensure that other partners involved do likewise
- Undertake other duties when necessary commensurate with the levels of skill, knowledge and responsibility of the post.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Childcare Act 2006, Every Child Matters, Change For Children and the Narrowing the Gap agendas and Safeguarding responsibilities.