**Job Title Summer Care Internship**

**Responsible to Care Team**

**Hours of work 37.5 hours per week as 12.5-hour days with a requirement to work some unsocial hours as needed including evenings and weekends**

**Place of work Martin House and in the Community**

**Overall purpose of the role**

To experience how Martin House supports children and young people with a life limiting illness, and their families. Provide care under supervision to the affected child and their family and offer age appropriate play activities to brothers and sisters in a safe and appropriate manner and work flexibly within Martin House.

**Tasks and duties**

* To work collaboratively and under supervision of the care team in providing total holistic care, including activities such as play and recreation.
* To communicate in an open, accurate, effective, sensitive and confidential manner with respect at all times.
* To play with and offer appropriate play activities to the siblings of children staying at Martin House.
* Promote and uphold the privacy, dignity, rights, health and well-being of the children, young people and families at Martin house.
* To participate under supervision of the care team members in general household activities to facilitate the smooth running of Martin House
* To work closely with the Care Team Leader on each shift and inform them of any issues that need resolving.

**Health & Safety**

* To be aware of the safety needs of the children, siblings, parents and colleagues and adopt a preventative safety approach to all times.
* To ask for help if needed and ensure that you have the appropriate knowledge and skills when accepting to do a task.
* To report all accidents incidents and untoward incidents to someone on the Care Team immediately
* To be aware of your health and safety responsibilities as an employee and adhere to these.
* Maintain professional boundaries in your relationships with the children, young people and families at Martin house.

**Equality statement**

Martin House is committed to providing care and improving services irrespective of race, ethnicity, disability, gender, religion or belief, age, marital status, or sexual orientation

**Safeguarding Children, Young People and Vulnerable Adults**

Martin House is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with safer recruitment standards and successful applicants will be required to undertake an Enhanced Check via the Disclosure and Barring Service (DBS).

**All Martin House employees are expected to**

* Uphold the values of Martin House and behave in a professional manner at all times.
* Value equality and diversity and comply with relevant equality legislation.
* Attend 1:1s with line manager and team meetings
* Take part in all relevant mandatory training and any other education and training considered necessary to carry out the role.
* Take responsibility for one’s own personal development.
* Cooperate with colleagues, encourage and support positive working relationships (both internally and externally) and foster a culture of respect and consideration at work.
* Establish and maintain effective communication with relevant individuals and groups, both internally and externally.
* Take responsibility for one’s own health and safety and the health and safety of others whilst at work, and comply with Health and Safety legislation.
* Comply with information governance requirements and maintain confidentiality at all times, as required.
* Work within all Martin House policies and procedures.
* Communicate a positive image of Martin House and protect its reputation.

**Person Specification**

**Qualifications & Relevant Work Experience:**

Essential

* Good level of education including GCSE’s (grade C or above) including English and Mathematics (or equivalent).

Desirable

* Experience of caring for children with special educational needs.
* Experience of working in a care setting, preferably with children and young adults

**Knowledge and Skills:**

* Excellent verbal and organisational skills
* Strong organisational skills to manage multiple priorities effectively while maintaining attention to detail.
* Ability to document clear and concise details of care routines and practice.
* Excellent interpersonal skills
* Proficiency with a range of IT systems

**Attributes:**

* Ability to communicate sensitively with children, young people and families in line with Martin House’s values and expectations.
* Ability to demonstrate respect for children, young people, their families and colleagues.
* Ability to work independently as well as part of a collaborative team environment.
* Able to work within a palliative care environment.
* Positive attitude, proactive and flexible.
* Ability to meet set targets and work to deadlines.
* Able to adapt and reprioritise at short notice based on the immediate needs of the children and young people and their families.

**Other essential requirements**

* As we work with children and adults at risk this role is subject to an Enhanced DBS check with child and adult barring
* Ability to provide evidence of right to work in the UK
* Able to evidence they are over 18 by the start of the internship