SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Part time Special Needs Assistant (AIM Worker)
Location	Sophia Nurturing Centre, Cork St , Dublin 8
About Sophia	Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997. Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs. Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way. Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness.
Reporting to	Childcare and Nurturing Centre Manager
Contract	Part Time Fixed Term (38 Weeks per year – ECCE term time only)
Hours	16 Hrs per week, Monday – Friday; 9am to 12pm and one day 9am to 1pm.
Job Purpose	The role of the AIM Early Years Educator is to work directly with the children assigned to them and in addition to be inclusive of the other children in the setting and to play an active part in the planning, execution and continuous improvement of the Early Years Programme at Sophia's Nurturing Centre.
Areas of duties and responsibilities	Services, Human Resources, Health and Safety and Development.
Key Responsibilities	**Services** • To commit to the objectives and ethos of Sophia • To work in accordance with Sophia and Government Policies and Procedures. • To work as part of the team under the guidance and supervision of the Childcare and Nurturing Centre Manager.

	• To work in a holistic way with one child requiring additional support in all areas of development. • To develop individual Care Plans for the child he/she key works. • To ensure that all children, parents and visitors are welcomed into the service. • To involve the child in decision making as appropriate to their age and understanding. • To share information with Childcare and Nurturing Centre Manager & Team including the development and follow up of Care Plans for the child. • To ensure best practice in the delivery of Children's Services. • To monitor and maintain appropriate written records of work with the child in relation to legislation, regulations and strategies being used. • To be vigilant and monitor for signs of NAI, sexual abuse, neglect and report any concerns to the Childcare and Nurturing Centre Manager or in her absence Childcare Worker, Childcare Resource Coordinator, Project Manager or Head of Services Manager. • To liaise with the Childcare and Nurturing Centre Manager in the implementation of Sophia and HSE Policies on Child Protection. • To maintain a hygienic and safe environment. • To choose, organise, present and care for materials/equipment. • To assist in the management of indoor/outdoor play facilities and ensure they are maintained to a high standard and adhere to health and safety policies. • To assist in the planning and supervision of the child in relation to offsite activities and outings. • To work in accordance with agreed shift hours. **Human Resources** • To be responsible for the development of the Team by; ✓ Promoting positive working relationships within the Team ✓ Providing support to Team Members in their work.

	• Develop good teamwork with the staff and families and children to ensure that a high quality service is maintained. • Maintain staff relationships and morale among the staff . **Health and Safety** • To ensure that necessary fire, health and safety policies and procedures are adhered to. • To ensure high standards of hygiene and cleanliness are maintained at all times. • To ensure appropriate procedures are followed for responding to emergencies within the Project. **Development** • To monitor and review service provision and strategies used to ensure high standards of childcare, education and welfare are in place. • Implement Policies and Procedures to ensure they are up to date and reflect best practice. • Undertake regular service evaluation in consultation with the Childcare and Nurturing Centre Manager and the team. • The development of appropriate programs and activities that take into account the individual needs of the child and his/her family. • To participate in regular support and supervision. • To undertake other work that may be assigned to her/him from time to time. **<u>Person Specification</u>** • Minimum Level 5 in Early Childhood Care and Education. • At least 1 year working in childcare with experience of working with children with additional needs. • Working knowledge of Siolta and Aistear Frameworks.

	• Ability to develop and implement curriculum planning for early years • Ability to provide a holistic and integrated response to the individual needs of children. • Ability to work alone and experience of working with a team in an early years setting. • Excellent communication and IT skills. **Desirable:** • Experience of dealing with Child Protection and Welfare responsibilities and responding appropriately to any concerns. • Committed to work in partnership with parents. Successful candidates will be subject to Garda Vetting and reference checks **<u>Application Process:</u>** Please forward a Cover Letter and CV to **Recruitment@sophia.ie** The closing date for receipt of applications is **Friday, 20th November 2026** *Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.*