SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Relief Child and Family Workers
Location	Sophia Nurturing Centre, Cork Street, Dublin 8 & Sophia Nurturing Centre, Donabate, Co Dublin
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	Relief
Hours	As and when required – Monday to Friday between the hours of 9am to 5pm
Salary	€17.70 per hour
Job Purpose	To support in the day to day running of Sophia Childcare Service working with the children and families in a holistic way.
Key Responsibilities	**Services** • To commit to the objectives and ethos of Sophia • To ensure best practice in the delivery of Children's Services. • To work in accordance with Government legislation and policy. • To work in accordance with Sophia and Policies and Procedures. • To work in a holistic way with children and families

	individually and in groups. • Communicating with children as individuals and as part of a group. • Interacting with children in a fun, learning capacity while re-enforcing positive behaviour. • To work with the team to develop a plan for child development and play activities for the varying age groups. • To ensure that all children, parents and visitors are welcomed into the service. • To involve the children in decision making as appropriate to their age and understanding. • To monitor and maintain appropriate written records of work with the child. • 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 the Childcare Resource Coordinator, Area Manager or Head of Services. • To record concerns promptly and accurately. To consult with the Designated Person and take appropriate action in accordance with Sophia Child Protection policy • To assist in the planning and supervision of children in relation to offsite activities and outings. • Supervision of meals and mealtimes • To work in accordance with agreed shift hours. **Health and Safety** • To ensure that necessary fire, health and safety policies and procedures are in place and adhered to. • To ensure high standards of hygiene and cleanliness are maintained at all times. • To ensure appropriate procedures are in place for responding to emergencies within the Project. • Maintaining a safe, secure, learning and playing environment for children. **Development** • To attend other agency meetings as appropriate and to work effectively with relevant personnel within Sophia.

	• To monitor and review service provision to ensure high standards of childcare, education and welfare are in place. • To participate in regular support and supervision. • To undertake other work that may be assigned from time to time. **<u>Person Specification</u>** **Qualification** • A minimum qualification of **Level 6 in Early Childhood Care and Education** or equivalent - approved by the Dept. of Children, Equality, Disability, Integration and Youth is essential. **Experience and Skills** • At least 2 years' experience in a similar role. • Experience of working with pre-school and school aged children. • Experience of working with parents as partners. • A good working knowledge of Síolta & Aistear. • Knowledge of the Child Care Act 1991 [Early Years Services) Regulations 2016 and the National Quality Framework. • A good knowledge and understanding of child protection and the duties and responsibilities under Children First • Computer skills- knowledge of word is essential. • First Aid Qualification is desirable. • An inclusive child centred approach to practice. • Be naturally warm and respectful towards children & their needs. • A flexible approach to work • Excellent communication and interpersonal skills. • An ability to work in partnership with the team. • Excellent organisational skills.

Application Process:	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.*