

JOB DESCRIPTION

Job Title:	Residential Child Care Officer	Service Area:	Children's Residential
Responsible To:	Registered Manager	Salary:	NJC points 11-21

JOB PURPOSE

To ensure a safe, effective personalised care and support service and safe, secure and comfortable home environment for residents.

MAIN DUTIES

- To work as part of a team within the residential and respite services and teaching and therapy staff at Northern Counties and Percy Hedley School attending team meetings and training when necessary.
- To ensure a high standard of physical care at all times by providing personal care tasks to young people within the service. To encourage and maintain a high standard of personal hygiene for children and young people.
- To fully contribute to the development of the 24 hour curriculum between education and care. This will involve sleeping in duties and waking night duties.
- To assist young people in aspects of daily life, including washing and taking care of their own clothes and possessions. This also covers help them to prepare budgets, undertake shopping and prepare an evening meal
- To establish and promote effective, professional relationships within and outside of school.
- To establish a good working relationship with children and young people and their families, including home visits, regular diaries etc.
- To develop the children and young people's social skills through organising and supervising leisure pursuits and outings.
- To escort children and young people as necessary and to drive the school vehicles (where a valid driving licence is held).
- To support young people in independent travelling whenever possible
- To develop the children and young people's basic skills and independence skills through plans of action drawn up by the multi-disciplinary team.
- To liaise daily with classroom and therapy staff.
- To collect and administer prescribed medication and carry out some clinical procedures, where necessary with appropriate training, as instructed by the school doctor or school nurse.
- Attending to children and young people's minor injuries and illness.
- Daily recording of what the child has done and recording of important events and incidents in the appropriate log.
- To attend school and looked after children and young people reviews.

ORGANISATIONAL STANDARDS

Professional duties

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive:

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Discipline, Health and Safety:

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Equality and Diversity:

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Safeguarding:

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality:

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

SUMMARY OF KNOWLEDGE, SKILLS & EXPERIENCE		
Factor	Essential	Desirable
Qualifications	-Level 3 diploma for the children and young people's workforce (QCS)	-Health and Safety and First Aid
Experience	-Working with children and young people -Working with people with complex physical and sensory disabilities -Working in a multi- disciplinary setting. -Group and individual work.	-Understanding of Residential Care within school setting. -Working with parents and carers. -Supporting people with intimate personal care tasks. -Working as Key worker or Care Plan Co-ordinator or similar.
Skills and abilities	-Good written/verbal communication. -Good organisational skills. -Team working skills. -Planning a budget -Preparing meals for small groups	-ICT literate. -Able to write professional reports using Microsoft Word or similar.
Knowledge	-Current issues regarding children and young people. -Understanding of the needs of children and young people with disabilities. -Deaf Awareness and Deaf Culture.	-Current issues and practice in residential care settings – Every Child Matters; Safeguarding Children; working with Looked After children. -Knowledge of Disability Discrimination Act.
Personal attributes/disposition	-Professional attitude. -Committed. -Enthusiastic. -Calm and measured approach. -Positive and confident manner. -Enjoys working within a team.	-Provide positive role model for children and young people. -Provide consistent levels of care to children and young people.
Other	-Able to work flexibly, including some weekends.	-Willingness to undertake further training. -Willingness to contribute to developing the independence of children and young people with disabilities. -Full current driving license