

## **JOB DESCRIPTION**

**Job Title:** Senior Residential Care Officer

**Responsible To:** Manager

**You will be responsible for:**

Supporting the manager to deliver high quality care and support the development of the children and young people by ensuring outcomes are achieved.

**In particular, you will need to:**

- Work alongside the manager and staff team to support the children and young people to reach their full potential.
- Work with children/young people, professionals, families and teams to ensure best outcomes.
- Undertake personal care tasks
- Respond to emergency calls appropriately
- Lead, organise and supervise the staff team in their daily duties.
- Complete, observe and review care plans for children & young people, and complete daily recording as instructed and in line with policies and procedures

**To achieve these outcomes you must:**

- Have experience and knowledge of working with children/young people
- Hold a suitable qualification, e.g. Diploma level 3.
- Have excellent organisational and communication skills - both verbal and written.
- Work professionally with the manager, colleagues, volunteers and external stakeholders at all times.
- Have access to a car for business use.

**Every employee of St Cuthbert's Care must:**

- Ensure all work is carried out in accordance with Charity policies and procedures.
- Attend staff meetings as and when required.
- Attend all training required
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy.
- Work flexibly to meet the needs of the service.
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy.
- Respect and work within St Cuthbert's Care's Christian ethos.

This job description is not exhaustive and some variations may be necessary.