

## **JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

#### **General:**

- Have a flexible and imaginative approach to the work of the team, including practical work such as transport, shopping etc.
- Foster self-help strategies to encourage independence and self-reliance.
- Mentor and provide support for individual children and young people.
- Operate as a key worker for individual carers and children.
- Co planning for children with active involvement with Social Work Team.
- Proactive involvement in children's "My Plan" – creation and ongoing development of.
- Supervising individual/ small groups of children and young people with challenging behaviour and/ or social/ emotional needs.
- To provide social and educational support in school and the wider community, and where necessary in the foster home.
- Develop and display specialist skills to support the achievement of young people with emotional, behavioural and social difficulties: assist with the development of appropriate strategies for managing behaviour, monitoring behaviour, providing agreed rewards and sanctions, responding to incidents of challenging behaviour.
- Facilitate contact with children or young people and their families and friends.
- Assist in the assessment and identification of needs.
- Undertake risk assessments as required.

#### **Team Work:**

- The post holder will form part of a 24 hour duty system for carers.
- Participation in team meetings, case discussions and reviews.
- Work flexibly to respond to the changing needs of children.
- Work in partnership with foster carers, team colleagues, school staff and other professionals.
- Support and work in partnership with foster carers to support their management of behaviour, boundary setting and parenting skills.
- Having a flexible and imaginative approach to the work of the team, including practical work such as transport, shopping etc.

- Communicate effectively with children, colleagues, foster carers and other professionals.
- Mentor colleagues and carers – “show and tell”.
- Oversee support "plan" amendments and reorganise staff in Foster Care Manager’s absence to ensure service delivery.
- Assist Foster Care Manager in creative problem solving.

#### Education:

- To work, where necessary, in a classroom environment but also, if required, to work with an individual child or small group outside of the classroom.
- To assist in the writing and monitoring of Personal Education Plans.
- To assist with the assessment and monitoring of a child’s educational attainment levels.
- Supervise young people who need seclusion from the classroom.
- Supervise excluded young people at off-site provision; support the reintegration of excluded young people into the classroom.
- To make a significant contribution to individual learning and/ or behaviour plans, and assist in setting and reviewing targets.
- Supervise children in the classroom and playground to support inclusion and develop social skills.
- Assist and support looked after children who may also have special educational needs, so that they may participate fully in lessons and so realise their potential.

#### Personal Care:

- Assist Service Users in/out of bed, chairs, etc. using agreed procedures.
- Assist Service Users in (un)dressing, care of aids and personal equipment (hearing aids, glasses, dentures, prosthesis etc).
- Assist Service Users in all aspects of personal hygiene, i.e. washing, shaving, showering etc.
- Assist Service Users in feeding.
- Assist Service Users to access toilet facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures.

#### Domestic:

- Where directed, maintain cleanliness of Service Users’ home, to meet with health and safety requirements.
- Light fires or operate other sources of warmth.
- Where appropriate home facilities are available, launder and iron clothes and/or bed linen.

- Where directed undertake essential shopping, payment of bills.
- Where directed prepare or reheat meals provided and/or demonstrate to service use

Other:

- Be organised and consistent, equipped with clear and accurate verbal and written communication skills, to effectively work with children, colleagues, foster carers and other professionals.
- Plan and prepare for support activities. Ensure links to Life Story and Independence.
- Daily record every visit or contact with regard to the daily activities of the post and keep this up to date.
- Prepare and/ or contribute to reports where required.
- Immediately report any instances of abuse or serious stresses within a foster family.
- Maintain confidentiality and accountability.
- Undertake training and development as required.
- To represent Orchard Care both in internal and external partnerships, forums and working groups.
- Contribute to the ongoing improvement and development of Orchard Care.
- Work within the policies and procedures of Orchard Care.
- Any other duties as specified by your Line Manager/ Supervisor.
- We are GDPR compliant. Please contact us to request a copy of our policy.

## **PERSON SPECIFICATION**

### **Required:**

- Experience of direct work in a supportive role with children and families.
- Working with people in a caring role.
- Group work.
- Personal flexibility.
- Willing to work towards Diploma Level 3 Children and Young People (or equivalent).
- Able to drive with own vehicle to insure and use for Business Use.
- Good relationship, negotiation and communication skills with children and families.
- Ability to work systemically with families.
- Ability to problem solve.
- Knowledge of child development.
- Good verbal and written skills.
- Commitment to anti-discriminatory practice.
- Prepared to undergo training and show commitment to training.
- Honest and hardworking.
- Reliable/ dependable.
- Able to work intensively.
- Good team worker.
- Caring and non-judgemental.
- Commitment to Anti-Discriminatory practice.
- Enthusiastic and friendly.
- Physically and mentally resilient.
- Knowledge of child development.
- Prepared to undergo and show a commitment to future training and development.

Desirable:

- Diploma/ NVQ 3 Child Care or equivalent.
- Classroom Assistant Diploma/ NVQ Levels 1, 2 and 3 or CACHE Higher Level Certificate for Teaching Assistants.
- Over 25 years old so can drive a vehicle specially adapted for a young person.
- First Aid & Moving Handling People training.
- Medication training Level 3.
- Community work.
- Experience of working with people with complex health needs.
- Experience assisting individuals with severe needs/ disabilities.
- Previously worked within a multiagency team.
- Experience of working in school as a Classroom Assistant/ Learning Support Assistant.
- Ability to set clear aims and objectives.
- Able to plan work and use time efficiently.
- Knowledge of procedural framework.
- Working knowledge of Children Act.
- Ability to contribute to reports and reviews.
- Basic administrative skills.