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| **Job Description** | |
| **Post title** | Senior Residential Worker |
| **JE Reference No** | A4965 |
| **Grade** | Grade 8 |
| **Service** | Children and Young Peoples Service |
| **Service Area** | Childrens Social Care, Looked After Children – Resources Service |
| **Reporting to** | The post-holder will be accountable to the Registered Manager of the Children’s Home. |
| **Location** | Your normal place of work will be one of the Services Childrens Homes, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post **is/is not** eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To assist in the management, development and delivery of services to young people in one of the Service’s Children’s Homes, in line with the policies and procedures of Durham County Council.

Senior Residential Workers will carry individual or collective responsibility for certain tasks, at the direction of the manager. The Senior Residential Workers will on certain occasions act on behalf of the manager in his / her absence and will assist the manager in the tasks shown below.

The Senior Residential worker will provide operational leadership for residential workers whilst on shift. They will be excellent practitioners who can lead by example.

The post holder will be accountable to the manager and will support him / her in the management of the staff team and the service.

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| **Duties and responsibilities** |

* To provide leadership guidance and management to groups and individual staff to implement organisational strategies and be responsible for the deployment and management of staff on a day-to-day basis.
* To participate in the development, implementation and monitoring of individual young people’s care plans along with other professionals in the Care Team.
* To maximise the effectiveness of staff through performance management.
* To participate in setting standards and monitoring quality in the children’s home
* To contribute to the development of policies and service provision.
* To promote Durham County Council’s Equal Opportunities Policy and anti-discriminatory practice personally and by developing understanding throughout the staff team.
* To participate in the development of research initiatives where appropriate.
* To protect young people from threats to their health, welfare and normal development, both from inside and outside the home. To undertake, follow, review and monitor risk assessments of individual young people, groups of young people and the location.
* To ensure that the home environment is good quality and meets the needs of the young people being looked after.
* To access community services as a means of support and social learning, developing links between the home and local community, so that young people can play a full and appropriate part in the life of the community.
* To ensure that transitions, such as admission and discharge, are properly managed and reflect decisions recorded in care plans.
* To ensure that young people who are offered appropriate additional support when required.
* To develop and maintain good working relationships with:
* Parents and other family members.
* Social workers
* Teachers / school
* Other professionals with a concern for the young people’s needs, such as general practitioners or psychologists
* To ensure that specific needs are met, such as:
* Dietary requirements
* Religious observance
* Culturally significant activities
* To help young people to prepare for and achieve independence.
* To provide ongoing support to young people who have left the home on an individual basis.
* To ensure compliance with the Children’s Home’s Regulations 2015.
* To promote children’s rights inside and outside the home.
* To assist in ensuring that the training plan for the home is followed.
* To maintain excellent communication systems within the home.
* To manage and operate budgets within guidelines
* To maintain a safe environment, complying with health and safety and other legal requirements.
* To undertake any other such duties as required by the Director of Children & Adult Services.
* There is a requirement that the post holder is fit and well enough to undertake Durham County Council’s Physical Intervention Training at a frequency set out in the Development plan.
* This is a residential post and as such you will be required to work on a shift rota and undertake sleep-in duties as directed by your line-manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * GCSE Grade A – C in Maths and English or a qualification at an equivalent or higher level. - * Relevant qualification that relates to work with children/young people at Level 3 (or above) in Social Care, e.g. childcare, nursing, teaching, youth work. | * NVQ Level 4 in Health/Social Care * Dip.SW/Degree in Social Work/CQSS * A management qualification Level 3 or above * Level 5 Diploma in Leadership for Health and Social Care or equivalent. |
| Experience | * Significant experience as a Residential worker. * Experience in contributing to the maintenance of children’s care records. * Working constructively with colleagues in a team. * Working with Social Workers and other professionals. * Work with groups of young people. | * Managing HR processes * Supervision or management experience. * Helping to manage a rota. |
| Skills & Knowledge | * Knowledge of the Children’s Homes Regulations and Quality Standards, * Proven interpersonal skills * Strong leadership skills – ability to influence and motivate others. * Ability to support the management of the home’s budget. * Ability to successfully engage with young people and other professionals. * Ability to cope with stressful situations * Ability to sensitively deal with emotional distress. * Commitment to continuous professional development. * Understanding of Child Development * Children’s rights issues. * Knowledge and application of Equal Opportunities practices. * Understanding of your role in safeguarding young people. | * Human resource practices. * Care Planning processes * DCC’s social care services for children and families. |
| Personal Qualities | * To be fit and able to undertake DCC’s chosen Physical Intervention training at a frequency set out in your Development plan. * Approachable. * Self-confident. * Professional. * To have integrity. * Reliable and responsible. * Emotional resilience |  |