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| **Job Description** | |
| **Post title** | Residential Worker |
| **JE Reference No** | A4960 |
| **Grade** | Grade 7 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Childrens Social Care, Looked After Children – Resources |
| **Reporting to** | Registered Manager of a Children’s Home and the Management Team |
| **Location** | Your normal place of work will be one of the Services Children’s Homes, but you may be required to work at other establishments associated with the role, i.e. secure facility, external provision overseen by DCC, supporting Fostering placements, emergency provision |
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| **DBS** | This post is subject to an Enhanced Disclosure |
| **Flexitime** | This post 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 care for and co-ordinate the activities of young people who live in our children’s homes (and other provisions) on a day to day basis, so that the best possible outcomes for them are achieved. To offer support to other associated provisions for young people in Care and on ‘the edge of care’.

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| **Duties and responsibilities** |

**Care Planning**

* To contribute to achieving identified outcomes for young people as outlined in their Individual care plans.
* To directly participate in the care planning and review process.

**Key Worker**

* To take on the role of key worker to individual young people as required by the manager.

**Partnership**

* To work in partnership with young people, their families, social workers and other relevant stakeholders and agencies, in pursuit of the identified outcomes for young people.

**Good Practice**

* To ensure that work with young people is in keeping with legislative, procedural and good practice requirements.
* To work with individuals and groups of young people effectively and creatively in line with risk assessments in a planned and flexible way.
* To undertake and maintain required training standards which will include completion of DCC’s accepted physical intervention training, administration of medication training, (and necessary refresher training of these), and other mandatory programmes in line with legislation and DCC procedures.

**Protection & Welfare of Young People**

* To safeguard young people and promote their rights working within safeguarding procedures.
* To take all reasonable steps to ensure the safe return of any young people who are missing from the home.

**Team Working**

* To work as a member of a team and communicate effectively with colleagues and other professionals.
* To comply with DCC’s code of conduct and treat colleagues with respect at all times.

**Equal Opportunities**

* To promote and adhere to the principles of equal opportunities and anti-discriminatory practice.

### NOTE: The role is as part of a ‘relief’ pool of staff which will supplement / augment existing staffing resources within Children’s Homes and other establishments / functions set out above.

### The post requires the worker to work a rota including evenings and weekends and bank holidays, as devised by the relevant manager. This rota will involve regular sleeping-in duties. Staff are expected to be flexible to ensure that consistent care is provided, and the needs of each child are met.

**Residential Workers are required to be fit and able to undertake DCC’s chosen physical intervention training at a frequency set out in their Development plan.**

**In accordance with the terms of the Children’s Homes Regulations 2015, candidates must be a minimum of 22 years of age (this is a genuine occupational requirement).**

**KEY TASKS:**

**Professional Child Care Practice in line with the Children’s Homes Regulations 2015**

* To contribute to the normal development of the young people through the provision of a healthy lifestyle.
* To provide a variety of appropriate stimulating activities and present as a consistent and caring adult role model.
* To be alert to signs of distress or abuse, and to ensure that young people are safeguarded.
* To administer prescribed medication and homely remedies in line with DCC policy and procedure and to undertake training as appropriate.
* To be sensitive to the needs of individual young people, taking account of race, culture, language, religion, gender, sexual orientation & age.
* To contribute to care planning, reviews and other meetings as required, and to assist in the implementation and monitoring of care plans.
* To undertake and follow young people’s risk assessments.
* To work with young people in line with DCC procedure and policy in relation to safe care practice.
* To effectively manage the consequences of risk-taking behaviours of young people, e.g. substance misuse, self-harm, going missing from home, etc.
* To provide appropriate boundaries to young people to help them to control their own behaviour.
* To provide for young people’s physical needs as necessary, for example, by cooking, washing, ironing, shopping, budgeting, or by enabling young people to carry out such tasks for themselves.
* To undertake administrative tasks and all forms of record keeping and prepare reports as required by the Registered Home’s Manager.
* To work with young people, their families and placing authorities, in order to continuously improve the services provided by the Home and to contribute to the development of quality initiatives.
* To recognise and promote the rights of young people as recognised in legislative and practice guidance.

**Teamwork**

* To act as a member of the staff team, supporting colleagues and being prepared to receive support as necessary.
* To participate in staff meetings as required.
* To adopt a flexible attitude to ensure necessary rota cover as appropriate.
* To inform colleagues of relevant issues/concerns using the systems in the home.
* To contribute to the development of positive links with the community and other agencies.

**Household Responsibilities**

* To set a high standard in the quality of the environment.
* To share in the practical activities necessary to maintain a home.
* To care for the fabric, equipment and grounds.
* To keep the home safe and secure.
* To follow DCC procedures regarding management of finances in the home.

**Personal**

* To fully participate in supervision and appraisal in accordance with best practice guidance.
* To ensure that your skills, knowledge and experience are updated in accordance with local and national legislation and guidance.
* To report to the line manager, or other appropriate person any concerns you may have relating to practice or issues relating to a young person’s wellbeing in the home.
* Commitment to continuous professional development.

The casual Residential Worker will also undertake any other duties as reasonably requested by management.

**COMMON DUTIES AND RESPONSIBILITIES:**

The Service operates a 24-hour service 365 days per year shift work and sleeping in duties.

All staff are accountable for the quality of their own work and for the operation of the relevant parts of the quality systems. This will involve operating within the appropriate quality procedures applicable to the post to ensure that all users of services have their needs and expectations identified and fulfilled.

Adherence to best practice as defined within national and local governance documentation and legislation: All staff will be required to work within and promote adherence to the local and national best practice guidance.

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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 chance 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 that is equivalent or higher * To already have, or to complete a qualification at Level 3 in Social Care within 18 months of appointment | * Social work qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work * Leisure or youth work qualification from a National Body * Qualification(s) at Level 3 or above n related subjects |
| Experience | * Experience of working with children and young people (aged 11-18 years); either in a voluntary or professional capacity, OR * Have successfully completed a Social Work placement working with children and their families | * Working in a residential setting * Working with groups of children * Experience of working within a team setting * Experience in contributing to the maintenance of administrative records * Experience of working with challenging behaviour in a professional setting * Experience of engaging individuals or groups of young people in leisure activities |
|  | * Good oral and written communication skills * Ability to demonstrate commitment to and application of Equal Opportunities and Anti Discriminatory Practice in relation to the post * Proven commitment to maintenance of confidentiality, privacy and dignity * Excellent interpersonal skills * Able to be a positive role model for Young People * Ability to cope with stressful situations * Ability to sensitively deal with emotional distress * Ability to work under your own initiative * Commitment to continuous professional development * Basic understanding of child development * Basic understanding of the principles underpinning the Children Act 1989 and the Children Act 2015 * Awareness of and application of basic Health and Safety principles | * Ability to plan * Knowledge and understanding of safeguarding procedures * Knowledge and understanding of Children’s Rights * Knowledge and understanding of the care planning process * Good IT and administrative skills |
| Personal Qualities | In accordance with the terms of the Children’s Homes Regulations 2015, candidates must be a minimum of 22 years of age (this is a genuine occupational requirement).  You are:   * Child Centred * Self-confident and motivated * A good team worker. * Emotionally resilient * Reliable * Flexible in your approach to work * Physically fit and able to undertake PRICE training (Restraint and breakaway training) as required by the Organisation | * Good leadership skills |