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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** | Early Help, Inclusion & Vulnerable Children – Secure Services |
| **Reporting to** | The post-holder will report to the Registered Manager of the Children’s Home / Secure Unit and the Management Team.  |
| **Location** | Your normal place of work will be Aycliffe Secure Centre, 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 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** |

A positive role model for vulnerable young people supporting them within a residential setting. Helping young people make progress towards positive outcomes in relation to health and wellbeing. Setting outstanding standards of practice outlined within the Children’s Homes regulation 2015.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

**Care Planning**

To achieve the identified outcomes for young people outlined in their Individual care plans, in partnership with the Multi-Disciplinary Team. Ensuring high standards of care are always maintained.

**Key Worker**

To take on the role of the 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 stake holders 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 groups or individual young people effectively and creatively in line with risk assessments. To undertake and maintain required training standards which will include: completion of DCC’s approved physical intervention training, administration of medication, safeguarding and other aspects deemed necessary by the centre manager (and necessary refresher training of these). Achievement of other mandatory programmes of study including Diploma 3 in Caring for Children & Young People.

**Protection & Welfare of Young People**

To safeguard and promote individual young people’s welfare and rights. To take all reasonable steps to ensure the safe care of young people.

**Team Working**

To work as a member of a team and communicate effectively with colleagues and other professionals.

**Equal Opportunities**

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

**NOTE: The post requires the worker to work a rota including evenings and weekends as devised by the relevant manager, which may involve sleeping-in duties.**

**KEY TASKS:**

**Professional Child Care Practice in line with the Childrens 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 the 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 and site 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, running away, 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 Home’s Management Team.
* 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 in order to ensure necessary 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 home making.
* 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 Performance Development Review 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 mal-practice or issues relating to a young person’s wellbeing in the home.
* Commitment to continuous professional development.
* Understand and follow the DCC code of practice and local Standard Operational Procedures

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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 | * 4 GCSEs (grade A – C) including Maths and English or equivalent

and* NVQ Level 3 in Child Care or equivalent within this field or willingness to achieve within 18 months of commencement
 | * Relevant social work qualification, e.g. CQSW, CSS, DipSW., Social Work Degree
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| Experience | * Significant experience of working with young people or young adults either in a voluntary or professional capacity.
* Experience of working within a team setting
* Experience of working with challenging behaviour in a professional setting.
 | * Working in a residential setting.
* Engaging individuals/young people in specific leisure activities and / or hobbies.
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| Skills & Knowledge | * Good oral and written communication skills.
* Proven interpersonal skills
* Good role model for Young People.
* Ability to successfully engage with young people and staff of all levels.
* Ability to cope with stressful situations
* Ability to sensitively deal with emotional distress.
* Ability to take initiative.
 | * Knowledge and understanding of relevant child protection issues and procedures.
* Knowledge and understanding of Children’s Rights.
* Knowledge and understanding of care planning process and procedures.
* Basic understanding of child development; physical, emotional, intellectual, social & educational.
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| Personal Qualities | * Self-confident approach to work activities.
* Co-operative and patient.
* Emotionally resilient.
* Able to work well under pressure
* Ability to work flexible hours, including sleep-in duties, evenings weekends per needs of service.
* To be able to manage physically challenging behaviour and complete relevant positive behaviour support and physical intervention training.
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