

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Servicers		Service Area: Children & Families – RESOURCES TEAM	
JOB TITLE: Senior Residential Short Breaks Worker			
GRADE: J			
REPORTING TO: Registered Short Breaks Centre Manager			
1.	JOB SUMMARY: To contribute to the effective day-to-day running of Hartburn Lodge Children's Short Breaks Centre. To provide a range of support and care services to children and young people with challenging behaviour, physical and learning disabilities and complex health needs.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS:		
	1.	Provide high quality of personal care and support, which is sensitive too and meets the physical, emotional, intellectual, behavioural and communication needs, health, social and cultural needs of the children and families for whom the Centre provides a service. This will include working in the Centre, supporting children in the community and in other settings as appropriate and identified in individuals care packages.	
	2.	Respond appropriately to risk.	
	3.	Ability to relate policy and the relative regulations to the work and demonstrate the appropriate level of understanding in relation to the wider workings of the Local Authority and contribute to the development of the home.	
	4.	Communicate and contribute to discussions and meetings appropriately with a range of relevant people within and outside of the working environment.	
	5.	Maintain records relating to individual children and the home as appropriate.	
	6.	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).	
	7.	Assist the management team in providing regular and structured supervision to staff and develop and raise standards of professionalism and practice to a high and consistent level.	
	8.	Participate in the agreed working roster and share in the sleep-in duty and or waking night arrangements as required.	
	9.	Undertake the role of link worker and assess the needs of young people and pomote their development.	
	10.	Devised and implement care plans and risk assessments	
	11.	Work in partnership with young people, families and other professionals promoting open and shared decision making.	
	12.	Take responsibility where necessary for receiving/admitting a young person into the centre.	
	13.	Provide support, advice and guidance to the staff team including less experienced/new staff members.	

	14.	Assist in management tasks as required to support the effective running of the centre.
	15.	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Senior RCO Short Breaks Worker	J
Directorate / Service Area	Children's Services	Resources Team
Post Ref:		

	ESSENTIAL		DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Good general education with ability to demonstrate excellent written and spoken English.</p> <p>Holds the Level 3 Diploma in Child Care and Young People or is able to work towards the qualification and can evidence this will be completed within 12 months of employment.</p> <p>Hold QCF level 2 medication unit or equivalent or is able to work towards the qualification and can evidence this will be completed within 12 months of employment.</p>	J	<p>Relevant qualification in a similar field.</p> <p>Level 3 Diploma for the Children's Workforce</p> <p>Level 4 Management of Medication</p> <p>Level 5 Leadership and Management qualification</p>	Application form / Certificates
Experience	<p>Enhanced experience of working with children and young people with complex challenging behaviour, physical and learning disabilities and complex health needs</p> <p>Substantive post qualifying and recent experience in working with children and young people with complex challenging behaviour, physical and learning disabilities and complex health needs in a Short Break Centre including overnight provision.</p> <p>Experience of working with children and young people with attachment issues/disorder and trauma and be able to devise and implement support strategies.</p> <p>Experience of providing support, advice, guidance and direction to colleagues.</p>	J	<p>Experience of working with young adults with physical and learning disabilities and complex health needs</p> <p>Experienced in supporting children and young people in a range of settings</p> <p>Experience of supervising staff including undertaking staff appraisals.</p>	Application/Interview and references

<p>Knowledge & Skills</p>	<p>Skilled in formulating, reviewing and monitoring Care Plans and Risk Assessments.</p> <p>Ability to report and record information accurately and factually within a timely manner.</p> <p>Demonstrate excellent organisation skills and the ability to manage own workload effectively and efficiently</p> <p>Expert and effective practice in complex and risky situations within a Short Breaks Centre, including the residential setting.</p> <p>Demonstrate consistently the ability to take control, manage and lead a shift, provide sound advice, direction and mentor less experienced Short Breaks Workers.</p> <p>Be able to consistently produce relevant key working reports to a high standard.</p> <p>Demonstrate excellent communication skills (oral and written) and computer skills with experience of Microsoft programs including Word, Excel and Outlook.</p> <p>Be able to effectively communicate with relevant others outside of the immediate care team and promote an outward facing service.</p> <p>Have an awareness of the wider political context within which the local authority and the residential sector operate.</p> <p>A sound working knowledge of the requirements of the Children's Homes Regulations, specifically those regulations associated with Short Breaks.</p> <p>Demonstrate continued professional development, being prepared to undertake further training / refresh training</p>	<p>J</p>	<p>Knowledge of the pressures and the difficulties families face parenting young people physical and learning disabilities and complex health needs.</p> <p>Knowledge and experience of multi-cultural and religious needs.</p> <p>Knowledge and working practice of sign language / Makaton.</p>	<p>Application/Interview and references</p>
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Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Child focused</p> <p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Positive role model for young people</p> <p>Reliable honest and flexible</p>	J		Application/Interview and references
Other requirements	<p>Able to work over a 7 day shift system and weekends and sleepovers as part of a rota system</p> <p>Able to work waking nights when required</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check</p> <p>Hold a full UK driving licence.</p>	J	Clean driving licence	Application/Interview and references

