



## JOB DESCRIPTION

Position Title: Residential Child Care Officer

Date Prepared: August 2021

Area: Children's Residential home

Location: North East

## JOB PURPOSE

The Residential Child Care Officer will contribute towards all aspects of the home and the care of the young people in accordance with ID's Policies and Procedures.

Requirements of the post include sleeping-in duties and effective contribution to running the Home, including weekends.

The Residential Child Care Officer will ensure that the service remains focused on the specific needs of each individual child and young person and that the service ethos will support the quality standards in line with the Childrens home regulations.

## PRINCIPLE TASKS

- To ensure that safeguarding and child protection good practice is maintained and developed within all aspects of service delivery within the home.
- To respond to and meet the identified needs of young people as outlined in individual care plans and as agreed with the manager and relevant professionals.
- To work in partnership with young people, their families, social Child Care Officers and other relevant agencies, in meeting the needs of young people.
- To ensure that work with young people is in keeping with legislative, procedural and good practice requirements.
- To ensure that the safety and welfare of young people is paramount.
- To undertake all tasks and activities in the daily life of young people, as required of the good corporate parent.
- To participate in implementing, monitoring and reviewing young people's care, health and education plans where appropriate and to contribute to planning meetings and reviews as require.

- To be involved in monitoring admissions to the home and to assume responsibility for the smooth running of the home in the manager's absence, with on-call support.
- To take on the role of key Child Care Officer to individual young people as required by the Homes Manager.
- To ensure that robust recording is completed in a timely manner and in line with the monitoring and recording systems of the home.
- To safeguard and promote the welfare and rights of young people.
- To work with young people to involve them in the day-to-day running of the home and their own individual care plans.
- To participate in planning and implementing discharge and after care plans for young people.
- To understand and be familiar with all relevant legislation guidance policies procedures in relation to safeguarding young people.

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- To promote the development of a comfortable, physical environment, conducive to good social care practice and in line with standards and guidance.
- To provide personal care where appropriate to young people whilst promoting their individual rights to respect, dignity and independence.
- To be familiar and adhere to the policies and procedures of the home.
- To work as part of a team and to communicate effectively with colleagues.
- To undertake administrative tasks and all forms of record keeping as required by the manager.
- To attend and participate in induction, supervision, appraisal, staff meetings and training programmes as required.
- To be involved in handling certain financial matters within the home e.g. administering petty cash and issuing young people with pocket money. To ensure that the company's accounts regulations are adhered to in respect of these matters.
- To work a rota devised by the relevant manager, this may involve sleep-in duties. To undertake any household tasks as required.
- To contribute to the development of positive links with the community and other agencies.
- To contribute to the service development within the company.
- To undertake any other such duties assigned by the Home's Manager or their representative.
- To promote safe practice and ensure that regulatory requirements and recommendations are met and exceeded.

## HEALTH AND SAFETY

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the Health and Safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety Legislation and Authority and ID's Codes of Practice and Procedures.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by ID or provided or issued by a third party for collective use in the performance of your duties.

## EQUAL OPPORTUNITIES

You will uphold the ID equal opportunities policies and practices understanding and implementation by staff when you supervise.

## COMMUNICATION AND INFORMATION

- Contribute to effective communication within the whole team including external agencies and families.
- Ensure that all matters of information sharing, confidentiality and data protection adhere to ID's policies.
- Where appropriate you will work with computers and other new technology and associated systems as required, and support staff in its use.

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## JOB REQUIREMENTS

Method of Assessment - Application form/Interview

### 1. EXPERIENCE

- a. Fitness to work in a Children's Home
- b. Some knowledge and experience of law and practice relating to looked after children.
- c. Experience of working with challenging young people.
- d. Experience of working with children either in a professional or voluntary capacity.
- e. Ability to contribute to the production and implementation of effective strategies to manage children with complex, multi-dimensional needs.
- f. Ability to follow defined policy and procedural framework.
- g. Experience of planning and prioritising own workload and those of others to ensure the achievement of measurable results.
- h. An understanding of the needs of young people and children.
- i. Some knowledge and understanding of the legislative framework that underpins the management of Registered Care Homes and particularly the role and requirements of Ofsted, the Disclosure and Barring Service and the various Acts and Regulations governing the management of Children Homes.

j. An ability to support children and young people to work effectively through challenging and crisis situations.

Application/Interview/Warner Interview

### 1. KNOWLEDGE

a. Some knowledge of the principles behind the 1989/2004 Children's Act

b. An understanding of the social, cultural, physical and emotional needs of young people, especially those with challenging behaviour.

c. Be willing to undertake and complete further training and development, as necessary, in order to enhance service delivery including the Level 3 Diploma in Leadership for Health and Social Care, Children and Young People's Settings.

Application/Interview

### 2. SPECIAL ABILITIES/APTITUDES/COMPETENCIES

a. Good communication skills within various contexts both with professionals and children and young people.

b. Good writing skills demonstrating accuracy of judgement.

c. A commitment to anti oppressive practices, attitudes and beliefs

d. Ability to work under pressure, to deadlines and to work on own initiative and to deal with difficult and demanding situations as a member of a team appropriately.

e. Ability to motivate young people through social and leisure activities towards developing personal and social skills.

f. Ability to contribute to the planning, implementation and monitoring of individual care programmes for young people.

g. Ability to be an advocate for young children so that their voice can be heard and to treat them as individuals.

h. Ability to identify own development needs in conjunction with supervisor / line manager.

i. Ability to work objectively in what sometimes can be a stressful environment.

j. Ability to complete necessary care tasks for individual or groups of young people including key / co-working.

k. To have a regular and effective health record and be able to carry out the duties of the post with any necessary aids available within the service as appropriate to the nature of the work and building.

Application/Interview

### 3. OTHER POSITION SPECIFIC REQUIREMENTS

a. Car driver and car available for work

b. Good IT skills

c. Disclosure and Barring Service (DBS) check on appointment

d. Successful completion of Warner Interview

e. Be willing to undertake further training and development, as necessary, in order to enhance service delivery.

Application/Interview/DBS/Warner Interview

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f. Must be punctual and willing to work on a shift rota basis including sleeping in, weekends and bank holidays as required.

4. EDUCATION AND TRAINING

Willingness to undertake further training and development

Interview

Hours

Up to 40hrs per week, this will also include a minimum of one sleep-in

Other Duties

This job indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes, which are of a permanent nature, will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

NB This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

I understand and accept the job duties and responsibilities as contained in this job description.

Employee

Signed.....

Date .....

ID

Signed.....

Date.....