 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Children &amp; Families</b>	
<b>JOB TITLE: Casual Residential Care Officer</b>			
<b>GRADE: F/H/I</b>			
<b>REPORTING TO: Registered Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  To contribute to the effective day-to-day running of the Children's Home. To provide direct and personal care and ensure the welfare of the Children and Young People for whom the Home provides a service.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS:</b>		
	1.	Provide a high level of care, maintain routine and structure for the young people as individuals and as a group.	
	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 appropriately.	
	6	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).	
	7	Participate in the agreed working roster and share in the sleep-in duty and or waking night arrangements as required.	
	8	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.	
<b>3.</b>	<b>GENERAL</b>		
<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p><b>Other Duties</b> - 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.</p>			

**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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated    August 2018**

## PERSON SPECIFICATION


Job Title/Grade	Residential Care Worker	F/H/I
Directorate / Service Area	Children's Services	Resources
Post Ref:		

	ESSENTIAL		DESIRABLE	MEANS OF ASSESSMENT
<b>Qualifications</b>	Good general education.	F H I	Relevant qualification in a similar field	Application form / Certificates
	Willingness to work towards the Level 3 Diploma in Child Care and Young People.	F		
	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.	H		
	Holds the Level 3 Diploma in Child Care and Young People.	I		
<b>Experience</b>	Experience of working directly with children and young people.	F H I	Experience of working with Care Leavers or young adults with complex needs & disabilities and their families  Experienced in supporting families to build and maintain positive relationships with their children in a range of settings	Application/Interview and references
	Enhanced experience of working with children and young people with complex and challenging behaviour.	H I		
	Substantive post qualifying and recent experience in working with children and young people with complex and challenging behaviour in a residential setting.	I		
<b>Knowledge &amp; Skills</b>	A range of skills and knowledge relevant to working with children and young people in residential care and out in the community.  Able to seek support in supervision.  Ability to seek and follow the guidance and instruction from more	F H I	Knowledge of the pressures and the difficulties families face parenting young people	Application/Interview and references

	<p>experienced staff.</p> <p>Good communication skills (oral and written).</p>			
	<p>Ability to independently and confidently manage day to day activities in a residential setting and out in the community.</p> <p>Ability to exercise high quality judgements in relation to situations in a residential setting on a day to day basis.</p> <p>Ability to expect and anticipate situations and be able to put in place interventions and behavioural strategies to manage more complex and risky situations.</p> <p>Confidently and consistently deliver high standards of care as described in the young people's Care Plans and Risk Assessments and other relevant plans.</p> <p>Knowledge and experience of the assessment, care planning and review systems for children who are in our care.</p> <p>Knowledge of the legislation and good practice that underpins child care in residential settings.</p>	H I		
	<p>Skilled in formulating, reviewing and monitoring Residential Care Plans and Risk Assessments.</p> <p>Expert and effective practice in complex and risky situations within a residential care setting and in the community.</p> <p>Demonstrate consistently the ability to take control, manage and lead a shift, provide sound advice, direction and mentor less experienced Residential Care Workers.</p> <p>Be able to consistently produce relevant key working reports to a high standard.</p> <p>Be able to effectively communicate with relevant others outside of the immediate care team and promote an outward facing service.</p>	I		

	<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 Childrens Homes Regulations</p>			
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>	F H I		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>Ability to demonstrate mobility</p>	F H I	Clean driving licence	Application/Interview and references

**Person Specification dated August 2018**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> CESC	<b>SERVICE AREA:</b> Children and Families
<b>JOB TITLE:</b> Casual Residential Care Officer	
<b>GRADE:</b> F,H,I	
<b>REPORTING TO:</b> Glyn Armstrong	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	Yes
Is required to drive an HGV/LGV/PCV/Minibus	7 seater car
Is required to undertake agriculture, horticulture or gardening work	Yes
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	Household cleaning materials
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	Yes
May be exposed to lead or lead based products	No
Will handle food	Yes
Will require a health assessment for regular night working	Yes
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	May need to work with challenging young people
No known risks associated with this role	No

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Glyn Armstrong

Date: 7.12.21