

**Job Description**

**Job Title: Senior Residential Child Care Worker**

**Salary Grade: Grade 7**

**SCP: 26 - 30**

**Job Family: People Care**

**Job Profile: PC4**

**Directorate: Social Care**

**Job Ref No:**

**Work Environment: Children’s Homes**

**Reports to: Registered Manager**

**Number of Reports: 3-5**

Your normal place of work will be at Claremont Terrace Children’s Home but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To manage complex and higher risk cases to maintain or improve the wellbeing of vulnerable clients.

To lead the work of the team on duty in providing direct day to day care of children and young people and to undertake supervision and appraisal of designated staff as well as other supportive tasks and duties as part of the homes leadership team.

To ensure that the welfare of the children and young people is paramount.

To undertake the role of shift leader and support designated staff members to develop residential placement plans, risk assessments and undertake planned formal one to one work to ensure that individual care plans of children and young people are implemented and progressed.

**Key Responsibilities:**

As a member of the homes leadership team, be willing and able to represent the home in the absence of the Registered Manager or Deputy Manager.

To support the Registered Manager with the supervision and development of the staff team. Taking a supervisory role in ensuring that the workers are sufficiently qualified and skilled in working in residential care and are able to manage challenging behaviour and defuse difficult situations.

To support the Registered Manager with monitoring of the home by contributing to and participating in robust quality assurance processes that show evidence of the positive impact that the home has on each young person and evidence of support and constructive challenge to staff.

Through effective and reflective supervision, ensure that staff within the home are compliant in their practice with relevant policies and procedures. These will include the Joint Agency Protocol to Reduce Offending by Children in Residential Care, Missing from Care procedures and Safeguarding procedures.

To utilise available technology to manage own workload and those of team members, for example using excel spread sheet to monitor training and use IT systems to ensure that work is carried out accurately and in an organised and effective way. To deliver reports on time e.g. looked after reviews, notifications to Ofsted.

To communicate effectively with team members and young people on a daily basis, giving clear and consistent direction in a constructive manner when required. As a mentor and part of the leadership team, to lead by example in producing high quality records that clearly evidence the young person’s experience, progress and voice.

To ensure that individual care plans of children and young people are implemented and progressed.

To assist in managing young people's behaviour and recording decisions and issues to inform formal reports or handovers to other team members.

To form strong working relationships with young people and team members to create a warm caring environment where young people can develop to their potential. This will include providing written and word processed reports that will be presented during meetings and reviews.

To undertake complex and contentious negotiations on a daily basis with young people where disagreements occur or where sanctions need to be applied fairly and consistently. Respond to crisis situations for children, young people and families, using appropriate problem solving and negotiation skills.

To use the training that will be on offer to facilitate formal counselling and where appropriate to act as an advocate for the young people in our care.

To communicate effectively and assist children and young people in dealing with emotional and behavioural difficulties.

To be alert to the signs of distress or abuse, and in liaison with other professionals, to ensure that the children and young people are monitored and protected by acting in accordance with current Sunderland Safeguarding Children Board procedures.

When working with children, react quickly to changing demands and predict possible areas of conflict and ensure action is taken to minimise these e.g. preparing for the shift ahead by knowing what staff are on duty, what appointments are due, what transportation is required, deployment of staff, arrangement of activities etc.

To contribute to the normal development of the children and young people through the provision of a healthy lifestyle, offer a variety of appropriate activities, and provide them with a consistent and caring adult role model.

Use Therapeutic Crisis Intervention techniques to persuade young people to modify their behaviour, deal with challenging situations and de-escalate potential areas of conflict and life space interviews.

To have good knowledge and understanding of the Children’s Homes Regulations and Quality Standards and the Ofsted Framework for Inspection and an ability to develop the understanding of designated staff members.

Independently and on a daily basis to ensure that the home runs smoothly and strike the right balance between empowering staff and yet knowing when guidance and a management decision is required. If any decisions are made that step outside agreed house rules then these are discussed with other team members.

Excellent partnership working, liaising effectively with social workers, families and children, to ensure that where possible family contact is maintained and there is a consistent approach between the care home and the family home.

Whilst ensuring that policies and protocols for the home are adhered to, make clear the roles and responsibilities of other workers, services and agencies.

Agree behaviour management techniques with other team members that create a comfortable and secure environment e.g. established bedtime routines, morning routines, welcome from school, splitting the group where necessary or confronting bullying behaviour.

To develop new working practices to improve efficiency and effectiveness of the home and improve the experience and outcomes for users. To use all available technology and practice models to ensure that the service is safe for workers and produces good outcomes for children.

Utilise available technology to manage own workload and those of team members, ensuring that the shift runs smoothly and adheres to agreed house rules, whilst at the same time is responsive to changing needs.

Use IT systems to ensure that work is carried out accurately and in an organised and effective way. To deliver reports on time e.g. case file audits, looked after reviews, notifications to Ofsted.

**Additional Information/Other Requirements:**

Post holder should have Level 3 Diploma for Residential Child Care (or equivalent)

Must have a minimum of 2 years’ experience of working in a children’s home.

Must have a good level of IT skills.

Must be able to meet the travelling requirements of the post.

Must be able to work flexible hours as required by the post.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

In addition this post operates within the context and requirements of the Children Act 1989 and the Children and Young Person’s Act 2008

**Author**: Sharon Willis

**Date**: May 2018



**Person Specification**

**Job Title: Senior Residential Child Ware Worker**

**Role Profile reference: PC4**

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| **Essential Requirements** | |
| **Qualifications:**   * Post holder should have Level 3 Diploma for Residential Child Care (or equivalent), or be willing and able to undertake this qualification. | Application Form Interview |
| **Experience of :**   * Must have a minimum of 2 years’ experience of working in a children’s home. | Application Form Interview |
| **Knowledge and understanding of:**   * The Children’s Homes Regulations and Quality Standards * The Children Act * Ofsted Framework for Inspection | Application Form Interview |
| **Ability to:**   * Able to effectively use a PC to prepare documents, record information or input data. * The ability to work outside of normal working hours to meet the needs of the service. * Work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends. * A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges. * Theability to be creative in working through problems and making decisions. * To share information and obtain information from others through excellent written and verbal communication. * Meet the travel requirements of the post | Application form Interview |
| Commitment to Equal opportunities | Interview |

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