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| **Job Description** | |
| **Post title** | Senior Residential Worker |
| **JE Reference No** | A4965 |
| **Grade** | Grade 8 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Early Help, Inclusion & Vulnerable Children – Secure Services |
| **Reporting to** | The post-holder will be accountable to the Registered Manager of the Children’s Home / Secure Unit and the Management Team. |
| **Location** | Your normal place of work will be either Aycliffe Secure or the Transition Home, 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** |

To assist in the management, development and delivery of services to young people in one of the Service’s Secure Children’s Homes. 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.

The Senior Residential Workers will on certain occasions act on behalf of the manager in their absence and will assist the manager in carrying out tasks and responsibilities.

The nature of the work will require the postholder to have high levels of, emotional sustainability, sound partnership working, verbal and written communication techniques, and management of others.

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| **Duties and responsibilities** |

* To provide leadership guidance and management to groups and individual staff in implementing organisational strategies aimed at achieving the home’s objectives and be responsible for the deployment and control of staff on a day-to-day basis.
* To participate in the development, implementation and monitoring of individual young people’s case plans using both welfare and youth custody approaches.
* To maximise the effectiveness of staff through motivation, development and application of the County Council’s personnel policies.
* To participate in setting standards and evaluating achievements, by working in partnership with the centre wide team, young people, their parents, social workers and other parties.
* To contribute to the development of policies and service provision aimed at improving the achievement of outcomes for young people.
* To promote Durham County Council’s Equal Opportunities Policy and anti-discriminatory practice personally and by developing understanding throughout the staff team.
* To participate in the development of research initiatives designed to measure the effectiveness of services to the achievement of outcomes for young people.
* To protect young people from threats to their health, welfare and normal development, both from inside and outside the home.
* To undertake, follow, review and monitor risk assessments of individual young people, groups of young people and the site.
* To ensure that the home environment is appropriate and sensitive to the needs of the young people being looked after.
* To direct the running of the home to achieve real outcomes for individual young people.
* To access community services as a means of support and social learning, developing links between the home and local community, so that young people can play a full and appropriate part in the life of the community.
* To manage the group through its procedures, the routines established and the activities it is engaged in so that it provides an enjoyable and positive experience for its members.
* To ensure that key stages in the stay of young people, such as admission and discharge, are properly managed, and reflect decisions recorded in care plans.
* To ensure that young people facing particular crises and stresses are offered appropriate additional support, and to ensure that staff are supported in dealing with the most complex cases.
* To develop and maintain good working relationships with: Parents and other family members, Social workers, Teachers / schools and Other professionals with a concern for the young people’s needs, such as general practitioners or psychologists.
* To ensure that specific needs are met, such as: Dietary requirements, Religious observance and Culturally significant activities.
* To ensure that young people carry as much responsibility for their own lives as they can reasonably and demonstrably be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives, and supporting them and helping them towards taking greater control and responsibility.
* To provide ongoing support to young people who have left the home, as appropriate.
* To ensure compliance with the Children’s Home’s Regulations (2015).
* To promote children’s rights inside and outside the home.
* To be involved in the recruitment, monitoring, regular supervision, appraisal and disciplining of staff, as necessary.
* To assist in ensuring that the training plan for the home is followed.
* To be actively involved in the promotion and development of effective team working, to maintain good communications systems, including hand-overs, log books, regular supervision and staff meetings.
* To be concerned for staff welfare, offering support at times of stress, praising work completed and monitoring performance, including sickness absences.
* To manage and operate budgets, monitor ongoing expenditure and ensure that staff operate financial systems within the figures and guidelines laid down.
* To support auditors in their work and provide them with the necessary information.
* To create a homely setting with which young people can identify.
* To maintain a safe environment, complying with health and safety and other legal requirements.
* To maintain the fabric of the building, its grounds and equipment in good condition, encouraging staff and young people to care for their surroundings and make best use of the available resources.
* To ensure compliance with the policies of Residential Services and Durham County Council.
* To advise as required on professional matters within the area of competence.
* To maintain high standards of childcare, and to be flexible in adapting to meet young people’s needs.
* To maintain professional knowledge and skills through training, reading and other such activities.
* To report to a line manager, or other appropriate person, in the event of awareness of bad practice, and in all instances protect the health and welfare of young people.
* To undertake any other such duties as required by the Director of Children & Adult Services or duty authorised officers, commensurate with the grade of the post.
* A willingness to achieve NVQ Level 4 or an equivalent management qualification within 3 years of appointment and a commitment to continuous professional development. To undertake training in Durham County Council’s chosen physical intervention techniques, administration and safe handling of medication, safeguarding and neglect training and other mandatory courses, including refresher training where necessary.

NOTE: This is a residential post and as such you will be required to work on a shift rota and may undertake sleep ins as directed by the manager of the home.

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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 | * Relevant qualification that relates to work with children equivalent to Diploma Level 3 (or above) in, e.g. childcare, youth work. | | * Level 5 or above care qualification * Dip.SW/Degree in Social Care/CQSS * Diploma Level 3 or 5 in management or equivalent. |
| Experience | * Relevant qualification that relates to work with children equivalent to Diploma Level 3 (or above) in, e.g. childcare, youth work. * Significant experience of working with young people/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. * Demonstrate leadership and management | | * Work within a residential setting. * Co-ordinating and organising staff resources alongside delegation of tasks . * Supervision or management experience of others * Experience in application of human resource practices. |
| 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. * Proven work experience of dealing with sensitive and stressful situations. * Ability to take initiative. * Strong leadership skills – ability to influence and motivate others. * Ability to be innovative. * Able to work with and maintain financial records. * Commitment to continuous professional development. * Understanding of child development needs, e.g. physical, emotional, intellectual, social and educational, of young people. * Children’s rights issues. * Children’s homes regulations 2015 | | * Application of child care processes and Planning systems. * Social care services provided to children and their families. |
| 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 and weekends as per the needs of the service. * To be able to manage physically challenging behaviour and complete relevant positive behaviour support and physical intervention training. | |  |