

Newcastle City Council Job Description

Post Title: Deputy Officer in Charge AA315

Evaluation: 604 points **Grade:** N09

Responsible To: Officer in Charge

Responsible For: N/A

Job Purpose: To assist with the planning, organisation and management of a residential home for young people who have suffered trauma, which meets the minimum requirements of National Standards for Residential Care.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 Assist the Officer in Charge to ensure that working practices enhance and develop services to children in accordance with the Children's Act 1989 and the Quality Standards, working within the Directorate procedures.

2 Ensure that children are handled sensitively and professionally in line with the Directorate's policies, procedures, working practices, guidelines, etc. Take a lead role in overseeing the residential care of young people who have suffered trauma and/or display complex and challenging behaviour. Ensure that the physical and emotional needs of young people are met to ensure their continued development.

3 Participate in the monitoring of childcare practice in the Care Home and ensure that they comply with Directorate policies and practices, to enhance the outcomes of Children in Care and ensure that the dignity of the young person is respected.

4 Oversee the preparation, implementation, monitoring and evaluation of development programmes for service users in consultation with fieldwork staff. Liaise with members of the care team and professionals as necessary.

5 Assist with the analysis and evaluation of a young persons development including participation at reviews, staff meetings, meeting with parents, case conferences, etc.

6 Ensure records and reports are kept regarding children (and their families where appropriate) and that these are relevant, factual and up to date.

7 To assist the Officer in Charge in planning and organising the undertaken by staff at the residential home, ensuring adequate staffing levels to meet service needs.

8 To supervise and mentor Residential Care Officers. This includes de-briefing after incidents to ensure the wellbeing of both the staff members and the young person.

9 Ensure that good standards of supervision and order are maintained with young people. Establish and maintain daily routines with the aim of promoting good behaviour, the general safety and welfare of service users and ensure that appropriate risk assessment and risk management strategies are in place.

10 Assist with the preparation of reports relating to issues concerning the residential home, attending or participating on committees, working groups as appropriate.

11 In accordance with the Directorate's policies and financial procedures maintain systems to deal with ordering supplies. Handle petty cash ensuring that records are maintained in accordance with Directorate procedures.

12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

13 To provide a positive role model to residential childcare workers, ensuring a trauma informed approach is consistently led by example and observed from the team.

14 To conduct regular audits of all aspects of case recording with a focus on safeguarding, understanding and highlighting issues /correlations of concern.

15 Having a sound knowledge of issues relating to safeguarding, specifically all forms of exploitation and an understanding of how to escalate to our multi agency partners.