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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** | Children’s Social Care, Residential Services for Children in Care |
| **Reporting to** | Registered Homes Manager or Deputy Manager of a Children’s Home  |
| **Location** | Your normal place of work will be a designated Childrens Home / Disability Short-Breaks Provision, but you may be required to work at any Council workplace within County Durham. You will need to have a level of flexibility to work across all of the Children’s Homes responding to Service needs.  |
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| **DBS** | This post is subject to an Enhanced Disclosure |
| **Flexitime** | This post is not eligible for flexitime, however the nature of shift patterns enables a level of flexibility |
| **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** |

As a Senior Residential Worker, you will be part of the management team, in this role you will support and develop learning and knowledge of the team. You will support the Registered Manager and Deputy Manager in undertaking tasks to ensure the smooth running of the home. Preparing, recording, monitoring, reviewing documentation and facilitate supervision with Residential staff.

You will be expected to lead and manage shifts and be responsible for decision making whilst on shift.

As a Senior Residential Worker, you will be responsible for taking a lead in all aspects of caring and supporting the young people in the Children’s Home / Disability Short-Break Provision. You will adopt a positive aspirational approach to improve and develop the Children’s Residential Service to achieve its vision of providing high quality care and support to children, young people and their families as detailed in the Children’s Homes Statement of Purpose.

As a Senior Residential Worker, you will support the Registered Homes Manager and Deputy Manager in the planning and delivery of the Children’s Residential Service working in partnership with the wider care system.

You will be a positive role model for vulnerable young people supporting them within a residential / short break provision. You will provide structure routines and boundaries ensuring the young people feel safe and supported to achieve positive outcomes in their lives and have aspirations for their future.

You will provide advocacy and appropriate emotional, physical care, promote education, training, and employment, alongside a range of relevant measures to ensure that the outstanding standards of practice outlined within the Children’s Homes Regulations 2015 are met.

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| **Duties and responsibilities** |

* To contribute to identifying and achieving outcomes for young people as outlined in their Individual Care Plans.
* To take responsibility for leading staff on shift effectively and to challenge practice when necessary.
* To attend and contribute to care planning, reviews and other meetings as required, and to assist in the implementation and monitoring of care plans and young people’s file audits.
* To take on the role of key worker to individual young people as required by the Registered Manager.
* Be prepared to take on specific responsibility for different aspects of the operation of the home or specific knowledge base.
* To undertake administrative tasks and all forms of record keeping and prepare reports as required by the Registered Homes Manager or Deputy Manager.
* To participate in the monitoring of information, systems and quality of care in the children’s home.
* To contribute to the development of policies and service provision.
* To lead on work with individuals and groups of young people effectively and creatively in line with risk assessments in a planned and flexible way.
* To be alert to signs of distress or abuse, and to ensure that young people are safeguarded.
* To undertake and follow young people’s risk assessments / safety plans.
* To administer prescribed medication and homely remedies in line with DCC policy and procedure and to undertake training as appropriate.
* To effectively manage the consequences of risk-taking behaviours of young people, e.g. exploitation, substance misuse, self-harm, going missing from home, etc.
* To provide appropriate boundaries to young people to support them to manage their own behaviour.
* To provide a variety of appropriate stimulating activities and present as a consistent, caring and positive role model.
* To share in the practical activities necessary to maintain a home.
* 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 work with young people, their families and placing teams, in order to continuously improve the services provided by the home and to contribute to the development of quality initiatives.
* To help young people to prepare for and achieve independence by following Individual Pathway Plans.
* To provide ongoing support to young people who have left the home under the Staying Close arrangements.
* To oversee incident, accident, restraint and missing from home reporting.
* To promote Durham County Council’s Equal Opportunities Policy and anti-discriminatory practice personally.
* To participate in the development of research initiatives where appropriate.
* To maintain a safe and homely environment, complying with health and safety and other legal requirements.
* To take responsibility for the submission of Regulation 40 Notifications to Ofsted.
* To report to the line manager, or other appropriate person any concerns you may have relating to practice or issues relating to a young person’s wellbeing in the home.
* Oversee attendance management in relation to staff.
* To undertake and fully participate in supervision and appraisal in accordance with best practice guidance.
* To implement and monitor Personal Development Review process.
* To be sensitive to the needs of individual young people, taking account of race, culture, language, religion, gender, sexual orientation & age.
* To have good knowledge and understanding of the Children’s Home’s Quality Standards and Regulations 2015 and their application on a day-to-day basis.
* To recognise and promote the rights of young people as recognised in legislative and practice guidance.
* To undertake and maintain mandatory training standards and training relevant to continuous professional development.
* To ensure that the skills, knowledge and experience of the team can meet the needs of the young people in the home and any additional training needs are identified.
* To maintain excellent communication systems within the home.
* To adopt a flexible attitude to ensure necessary rota cover as appropriate.
* To lead and participate in staff meetings as required.
* To follow DCC procedures regarding management of finances in the home.
* To undertake any other such duties as required by the Registered Homes Manager or Deputy Manager.
* There is a requirement that the post holder is fit and well enough to undertake Physical Intervention should it be required and participate in Durham County Council’s Physical Intervention Training at a frequency set out in the Development Plan.
* This is a residential post and as such you will be required to work on a shift rota and undertake sleep-in duties as directed by the Registered Homes Manager or Deputy Manager.

**The Service operates a 24-hour service 365 days per year shift work and sleeping in duties.**

**The post requires the worker to work on a rota including evenings and weekends and bank holidays, as devised by the relevant manager. This rota will involve regular sleeping-in duties.**

**The staff team are expected to be flexible to ensure that consistent care is provided 365 days per year, to meet the needs of each child.**

**You will need to have a level of flexibility to work across all of the Children’s Homes responding to Service needs.**

**All staff are accountable for the quality of their own work and for the operation of the relevant parts of the quality systems. This will involve operating within the appropriate quality procedures applicable to the post to ensure that all users of services have their needs and expectations identified and fulfilled.**

**Adherence to best practice as defined within national and local governance documentation and legislation. All staff will be required to work within and promote adherence to the local and national best practice guidance.**

**In accordance with Durham County Councils requirements, candidates must be a minimum of 22 years of age.**

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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 | * Level 3 Diploma for Residential Child Care or equivalent qualification as stated in the Children’s Homes Regulations 2015
 | * Social work qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work
* Leisure or youth work qualification from a National Body
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| Experience | * Significant experience as a Residential worker
* Experience in contributing to the maintenance of children’s care records
* Working constructively with colleagues in a team
* Working with Social Workers and other professionals
* Work with groups of young people
 | * Managing HR processes
* Supervision or management experience
* Helping to manage a rota
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| Skills & Knowledge | * Knowledge of the Children’s Homes Regulations and Quality Standards
* Understanding of your role in safeguarding young people
* Proven interpersonal skills
* Strong leadership skills – ability to influence and motivate others
* Ability to support the management of the home’s budget
* Ability to successfully engage with young people and other professionals
* Ability to cope with stressful situations
* Ability to sensitively deal with emotional distress
* Commitment to continuous professional development
* Understanding of Child Development
* Children’s rights issues
* Proven commitment to maintenance of confidentiality, privacy and dignity
* Good oral and written communication skills
* Good IT and administrative skills
* Knowledge and application of Equal Opportunities practices
 | * Human Resource Processes
* Care Planning processes
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| Personal Qualities | * To be fit and able to undertake DCC’s chosen Physical Intervention training at a frequency set out in your development plan
* Approachable
* Self-confident
* Professional
* To have integrity
* Reliable and responsible
* Emotional resilience
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