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| **Job Description** | |
| **Post title** | Residential Worker |
| **JE Reference No** | A4960 |
| **Grade** | Grade 7 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Children’s Social Care, Residential Services for Children in Care |
| **Reporting to** | Registered Homes Manager, Residential Services for Children in Care |
| **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 Residential Worker, you will be responsible for undertaking all aspects of caring and supporting the young people in the Children’s Home / Disability Short-Break Provision. You will adopt an aspirational approach to support 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 Residential Worker you will support the Registered Homes Manager in the provision of good quality residential care working in partnership with the wider care system.

You will be a positive role model for vulnerable young people supporting them within a residential / disability short break provision. You will support young people to have positive outcomes within their lives and aspirations for their future.

You will provide appropriate emotional and physical care, promote education, training, and employment, good health, hobbies, interests and relationships with friends and family to ensure that the outstanding standards of practice outlined within the Children’s Homes Regulations 2015 are met.

You will be committed to your own professional development ensuring that your relevant knowledge and skills are up to date and in line with the needs of the young people in your care.

You will play a key role when young people transition in and out of the Children’s Home care, ensuring that these important milestones.

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| **Duties and responsibilities** |

Listed below are the duties and responsibilities this role will be primarily responsible for:

* To contribute to achieving identified outcomes for young people as outlined in their Individual Care Plans.
* To directly participate in the care planning and review process.
* To take on the role of key worker to individual young people as required by the Registered Homes Manager.
* To work in partnership with young people, their families, social workers and other relevant stakeholders and agencies, in pursuit of the identified outcomes for young people.
* To ensure that work with young people is in line with the Children’s Homes Regulations 2015, DCC procedures, and good practice guidance.
* To work with individuals and groups of young people effectively and creatively in line with risk assessments in a planned and flexible way.
* To contribute to young people’s development through the provision of a healthy lifestyle.
* To provide and promote a variety of appropriate stimulating activities and present as a consistent and caring and positive role model.
* To be alert to signs of distress or abuse, and to ensure that young people are safeguarded.
* To administer prescribed medication and homely remedies in line with DCC policy and procedure and to undertake training as appropriate.
* To be sensitive to the needs of individual young people, regardless of race, culture, language, religion, gender, sexual orientation and age.
* To understand and follow young people’s risk assessments / safety plans and take any relevant actions to update these where necessary.
* 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.
* To work with young people in line with DCC procedure and policy in relation to safe care practice.
* To effectively manage the consequences of risk-taking behaviours of young people, e.g. substance misuse, self-harm, going missing from home, etc.
* To undertake specific responsibilities within the Children’s Home, these could be related to health and safety or acting as an education representative of the home as an example.
* To provide appropriate boundaries to young people to support their behaviour and wellbeing.
* To provide for young people’s physical needs as necessary, for example, by cooking, washing, ironing, shopping, budgeting, or by enabling young people to carry out such tasks for themselves.
* To undertake administrative tasks and all forms of record keeping and prepare reports as required by the Registered Home’s Manager.
* To recognise and promote the rights of young people as recognised in legislative and practice guidance.
* To contribute to the home and garden environment ensuring this is of a high standard and replicates as much as possible a family home.
* To keep the home safe and secure.
* To follow DCC procedures regarding management of finances in the home including petty cash and purchase cards.
* To act as a member of the staff team, supporting colleagues and being prepared to receive support as necessary.
* To participate in staff meetings as required.
* To adopt a flexible attitude to ensure necessary rota cover as appropriate.
* To communicate relevant issues/concerns using the systems in the home.
* To contribute to the development of positive links with the community and other agencies.
* To fully participate in supervision and appraisal in accordance with best practice guidance.
* To promote and adhere to the principles of equal opportunities and anti-discriminatory practice.
* To undertake and maintain mandatory training standards and training relevant to continuous professional development.
* To have good IT skills and be willing to develop knowledge around the introduction of Residential systems.
* To form good working relationships with young people and colleagues.
* There is a requirement that the post holder is fit and well enough to undertake Durham County Council’s Physical Intervention Training at a frequency set out in the Development plan.

### The post requires the worker to work a rota including evenings and weekends and bank holidays, as devised by the relevant manager. This rota will involve regular sleeping-in duties. Staff are expected to be flexible to ensure that consistent care is provided, and the needs of each child are met.

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

**Residential Workers are required to be fit and able to undertake DCC’s chosen physical intervention training at a frequency set out in their Development Plan.**

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

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

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.

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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 | * All candidates must hold or have the commitment to attain a Level 3 Diploma in Residential Childcare (or equivalent as stated in the Children’s Homes Regulations 2015) within 18 months of programme enrolment to meet regulatory requirements | * GCSE Grade A – C in Maths and English or a qualification that is equivalent or higher * Social work qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work * Leisure or youth work qualification from a National Body * Qualification(s) at Level 3 or above in a related subject |
| Experience | * Experience of working with children and young people with complex needs either in a voluntary or professional capacity, OR * Have successfully completed a Social Work placement working with children and their families | * Working in a residential setting * Working with groups of young people * Experience of working within a team setting * Experience in contributing to the maintenance of records * Experience of working with challenging behaviour in a professional setting * Experience of engaging individuals or groups of young people in leisure activities |
| Skills | * Good oral and written communication skills * Good IT and administrative skills * Proven commitment to maintenance of confidentiality, privacy and dignity * Excellent interpersonal skills * Able to be a positive role model for young people * Ability to cope with challenging and stressful situations * Ability to sensitively deal with emotional distress * Ability to work under your own initiative * Commitment to continuous professional development | * Knowledge and understanding of the Children’s Homes Regulations 2015 * Basic understanding of the principles underpinning the Children Act 1989 * Knowledge and understanding of safeguarding procedures * Knowledge and understanding of Children’s Rights * Knowledge and understanding of the care planning process * Ability to demonstrate commitment to and application of Equal Opportunities and Anti-Discriminatory Practice in relation to the post * Basic understanding of child development * Awareness of and application of basic Health and Safety principles * Ability to plan |
| Personal Qualities | * Child Centred * Self-confident and motivated * A good team worker * Emotionally resilient * Reliable * Flexible in your approach to work to meet the requirements of shift patterns and other allocated tasks * To be fit and able to undertake DCC’s chosen Physical Intervention training at a frequency set out in your development plan | * Good leadership skills |