Residential Care Officer

Job Description

Reports to: Team Manager
Direct reports: N/A

Evaluation: **499** points
Grade: **N6**
Reference: **BB156**

Purpose

Direct working in a residential establishment with young people with severe emotional, behavioural or learning difficulties and families, their relatives and other professionals to achieve the maximum quality of life for the individual.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. As directed, to undertake care assessments of service users and prepare draft development programmes/care plans. To arrange delivery of the agreed care plans.

2. To follow the recognised policies and procedures of the Directorate at all times, including assisting with the maintenance of the Directorate's drug administration system. In an emergency situation to contact the appropriate services as outlined in the relevant procedures.

3. To involve service users at all times, ensuring the constant promotion of the individual's right to dignity, respect and choice within a safe and caring professional environment.

4. To work, as appropriate, with the service user's family as part of the development programme/care plan. Discuss and share with a service user's family any relevant information or developments.

5. To work as a member of a team and to share with other members of the team relevant information about service users and the general running of the establishment.

6. In the process of monitoring the development programme/care plan of service users and the completion of records/reports about service users, the post holder would be expected to attend case conferences, reviews, attend family court and any other relevant meetings.

7. To be involved in planning, preparing and achieving both the admission and discharge of service users, working with other professionals and agencies to ensure adequate provisions for independent living, leisure, recreation and employment.

8. To maintain good standards of supervision of service users, including the establishment of daily routines with the aim of preventing unruly behaviour to ensure their general safety and welfare.

9. Handle petty cash within the financial procedures laid down by the Directorate.

10. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.