



JOB DESCRIPTION

Division / Department

JOB TITLE:	Residential Social Care Officer
DIVISION:	Children and Joint Commissioning
GRADE:	Band 7-9
RESPONSIBLE TO:	Unit Manager
POST REFERENCE:	Multiple Posts

Purpose of Post

- To assist in the effective day to day running of the Children's home ensuring the care and welfare needs of the children, young people and their families for whom the home provides a service are met.
- All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department's work.

Key Relationships

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

Additionally, key relationships for this post will be:

- Home Manager
- Deputy home Manager
- Team Manager – Children's Social Care Team
- Social Workers
- Independent Reviewing Officer

- Children and Young People with a Disability/Challenging behaviours
- Health Service Colleagues
- Education Colleagues
- Parents and Carers

Main Duties and Responsibilities at Band 7:

- Support children and young people on an individual basis, working within specific elements of an assessment of needs package with other professionals/agencies and in a manner which respects their dignity, and promotes development of their independence and overall quality of life.
- Work alongside the key worker and be involved in the implementation of elements of the child/young person's care plan, liaising with staff and colleagues from other professions and maintaining a positive relationship with the child/young person's parent / carer. This will include accompanying the key worker on visits to the child/young person's own home.
- Where required as part of the care plan, assist the child/young person in all aspects of their personal care as appropriate e.g. dressing, bathing, toileting.
- Assist children/young people to develop their social and personal skills, providing encouragement and support both within the unit and the community.
- Provide information that contributes to the development of assessments, care plans and risk assessments by professional team members in respect of children/young people and ensure they are monitored and updated accordingly. Complete all necessary records relating to the provision of the service accurately and timely and ensure that reporting systems are followed. Ensure recording of all contacts with children, young people and their families and professionals complies with departmental policy and procedures.
- Communicating with colleagues both verbally and in written form to ensure continuity and consistency of care to children and young people. This includes areas such as the updating of risk assessments and ensuring updates are understood and implemented as directed.
- Post holder will be required to work within an agreed budget when undertaking tasks relating to running a home using a petty cash budget and corporate credit card (food shop, pocket money, clothes shopping etc.). All monies must be accounted for using recognised HBC accounting procedures.
- Support the involvement of families, Social Workers and other professional staff in the support the child/young person receives.
- Administer and assist colleagues in the administration of medication to children and young people and record this using agreed procedures.

- Respect confidentiality of children/young people and their families and ensure it is maintained accordingly.
- Attend and participate in regular staff team meetings as part of contracted hours.
- Ensure the unit is appropriately maintained thus promoting a safe working and living environment for both staff and children/young people.
- Attend and provide information in a variety of meetings including Child in Need Reviews, Looked After Reviews and Multi-agency meetings.
- Prepare and serve meals for children/young people and staff.
- Attend training in line with post and grading as identified in supervision and appraisals. Engage in development opportunities to support the achievement of progression criteria and meet the changing needs of service provision.
- Provision of information to the Deputy/Unit Manager with regard to any problems in relation to the effective provision of services.
- Ensure individual professional standards are maintained and that the organisation / service is represented positively at all times.
- Be aware of organisational policies and procedures at all times.
- Comply with the responsibilities and obligations of the GSCC code of practice for Social Care Workers.
- Be able to drive and be willing to drive Council vehicles
- Undertake training and apply physical restraint techniques when appropriate.
- Any duties of a related nature, which might reasonably be required and allocated by the Deputy/Unit Manager.

Additional duties at Band 8:

Assume the role of keyworker which includes:

- Ensuring health appointments are booked
- Care plans and risk assessments are regularly reviewed and updated
- Ensuring regular contact is initiated and maintained with school/college, families and health professionals

- Plan around birthdays and special events to ensure materials etc. are in time for the day
- Undertake assessments and reviews of, for example, Behaviour Management Plans, Care Plans or Risk Assessments
- Provide relevant and appropriate written information to others
- Provide information, advice and guidance to less experienced colleagues and agency staff relating to day to day operations around the home and service user routines.

Additional duties at Band 9:

Where required, assume the role of shift leader which includes:

- Represent the unit and provide information in a variety of meetings including Child in Need Reviews, Looked After Reviews and Multi-agency meetings
- Prepare reports and information for Management and meetings as required
- Out of the ordinary issues managed without Manager input including heating issues, police, ASB issues within the local community
- Contribute to the management of the rota as delegated by the Manager.
- Deliver effective evidence-based interventions to promote improved outcomes for children and contribute to care planning agreements. This includes developing training and education materials to support the personal development of the children within the home in areas such as money management, personal safety, online safety etc.
- Contribute to the development of the service and the team by working with colleagues across other Children's homes to develop and share best practice. This will support excellence in trauma informed approaches to situation management.
- Act as a mentor to colleagues, providing support and guidance when appropriate.
- Be able to drive and have a willingness to drive Council vehicles.

- Deliver PRICE training to colleagues.
- Deliver induction training to colleagues.
- Work in partnership with children and young people and promote their participation in their individual care planning as well as service planning and development
- Support the manager and deputy manager in ensuring that a residential children's care setting complies with relevant legislation, regulation, minimum standards and statutory guidance at all times

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: September 2023

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.