
JOB DESCRIPTION

RESIDENTIAL SUPPORT WORKER

Job title: Residential Practitioner

Accountable to: Deputy Manager

Purpose of the role:

To support in the in the daily running, planning and operation of the Home.

Core Duties and Responsibilities

- To respond to and meet the identified needs of children/young people as outlined in individual care plans and as agreed with the manager.
- To work in partnership with young people, their families, social workers and other relevant agencies, in meeting the needs of young people.
- To ensure that work with children/young people is in keeping with legislative, procedural and good practice requirements.
- To ensure that the safety and welfare of young people is paramount. Physical intervention may be required, as a last resort only, where there is a significant risk of harm to young people or staff.
- To undertake all tasks in the daily life of young people, as required of the good parent.
- To participate in implementing, monitoring and reviewing children/young people's care/health and education plans where appropriate and to contribute in planning meetings and reviews as require.
- To be involved in monitoring admissions to the home and to assume responsibility for the smooth running of the home in the manager's absence.
- To take on the role of key worker to individual young people/young adults as required by the Homes Manager.
- To safeguard and promote the welfare and rights of children/young people.
- To work with children/young people to involve them in the day-to-day running of the home and their own individual care plans.
- To participate in planning and implementing discharge and after care plans children/young people's

- To understand and be familiar with all relevant legislation guidance policies procedures in relation to safeguarding young people.
- To promote the development of a comfortable physical environment, which is conducive to good social care practice and in line with standards and guidance.
- To provide personal care where appropriate to young people/young adults whilst promoting their individual rights to respect, dignity and independence.
- To be familiar and adhere to the policies and procedures of the home.
- To work as part of a team and to communicate effectively with colleagues.
- To undertake administrative tasks and all forms of record keeping as required by the manager.
- To attend and participate in induction, supervision, appraisal, staff meetings and training programmes as required.
- To be involved in handling certain financial matters within the home e.g., administering petty cash and issuing young people with pocket money. Also, to ensure that residents are supported with their financial management. To ensure that the company's accounts regulations are adhered to in respect of these matters.
- To work a rota devised by the relevant manager, which will require flexibility and will include regular waking-night duties.
- To undertake any household tasks as required.
- To contribute to the development of positive links with the community and other agencies.
- To contribute to the service development within the company.
- To undertake any other such duties assigned by the Director of Operations or his/her authorised representative.

NB The above list is not exhaustive, and the post holder may be required to undertake additional duties, as determined by the Line Manager.

This job description may be amended in line with changing service requirements. In such circumstances, any amendments will be discussed with the post holder.

ADDITIONAL INFORMATION

The following supplementary information will form part of your job description.

Codes of Professional Conduct

Staff are required to abide by all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

Confidentiality

Information relating to residents, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

Health & Safety

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

Equality & Diversity

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Policies

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company's policies, procedures and protocols.

NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.

PERSON SPECIFICATION

RESIDENTIAL SUPPORT WORKER

Education and Qualifications	Essential (E) / Desirable (D)	Method of Assessment
Good numeracy and literacy skills that are or equivalent to English/Maths GCSE A – C	E	Application
NVQ Level 3 in Working with Young People or equivalent relevant qualification within social care	E	Application
Training in relevant area, i.e. Mental Health Act, Mental Capacity Act, Medication Management, BSL, Makaton	D	Application
Full Driving Licence	D	Application
Knowledge and Experience		
An understanding of the developmental needs (physical, emotional, intellectual, social and educational) of young people	E	Application/Interview
Child Protection issues and procedures. Social Care Services available to young people and their families	E	Application/Interview
Engaging young people in leisure activities and/ or hobbies	E	Application/Interview
Working with young people and their families in a residential setting	D	Application/Interview
Skills & Abilities		
Working effectively within a team	E	Application/Interview
Ability to demonstrate sensitivity and understanding	E	Interview
Awareness of impact of decisions/actions on others	E	Interview
Ability to plan, set goals, establish and implement plans of action	E	Application/Interview
Ability to motivate self and others to meet time and performance goals	E	Application/Interview
Personal Attributes		

Good interpersonal skills – relate well to others (young people and staff at all levels)	E	Interview
Positive can-do attitude	E	Interview
Good communication skills	E	Interview
Ability to be flexible	E	Interview
Ability to handle emotional stress and demonstrate resilience	E	Interview