



JOB DESCRIPTION

Division / Department

JOB TITLE: RESIDENTIAL SOCIAL CARE OFFICER

DIVISION: CHILDREN SERVICES

GRADE: BAND 7 (7-9 Subject to progression criteria being met)

RESPONSIBLE TO: UNIT MANAGER

POST REFERENCE NO: 108211

Purpose of Post

1. To assist in the effective day to day running of the Children's Unit ensuring the care and welfare needs of the children, young people and their families for whom the home provides a service are met.
2. 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 Departments 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:

- Unit Manager
- Deputy Unit Manager
- Team Manager – Children's Disability Team
- Social Workers
- Independent Reviewing Officer
- Children and Young People with a Disability
- Health Service Colleagues

- Education Colleagues
- Parents and Carers

Key Roles and Functions

1. 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, promotes development of their independence and overall quality of life.
2. Working alongside the key worker and be involved in the implementation of elements of the child/young persons care plan, liaising with staff and colleagues from other professions and maintaining a positive relationship with the child/young persons parent/carer. It is expected that in the role of key worker visits will be made to the child/young persons own home.
3. 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.
4. Assist children/young people to develop their social and personal skills providing encouragement and support both within the unit and the community.
5. 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.
6. Participate with more senior colleagues, in an outreach support package which may include supporting a child/young person with disabilities to participate in community activities and/or providing support to the child/young person and their parents within their own home.
7. To support the involvement of families, Social Workers and other professional staff in the support the child/young person receives.
8. Assist colleagues in the administration of medication to children and young people and record this using agreed procedures.
9. Respect confidentiality of children/young people and their families and ensure it is maintained accordingly.
10. Attend and participate in regular staff team meetings as part of contracted hours.
11. Ensure the unit is appropriately maintained thus promoting a safe working and living environment for both staff and children/young people.

12. Represent the unit and provide information in a variety of meetings including Child in Need Reviews, Looked After Reviews and Multi-agency meetings.
13. In the absence of a cook, on occasion, prepare and serve meals for children/young people and staff.
14. 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
15. Provision of information to the Deputy/Unit Manager with regard to any problems in relation to the effective provision of services.
16. Ensure individual professional standards are maintained and that the organisation/service is represented positively at all times.
17. Be aware of organisational policies and procedures at all times.
18. Comply with the responsibilities and obligations of the GSCC code of practice for Social Care Workers.
19. Any duties of a related nature, which might reasonably be required and allocated by the Deputy/Unit Manager.

Developments

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any such changes will naturally be the subject of discussion and consultation