**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Directorate :** | Children’s Services | **Section :** | Specialist Service |

|  |  |  |
| --- | --- | --- |
| **JOB DETAILS :** |  |  |
| **Job Title :** |  | Residential Child Care Worker |
| **Grade :** |  | Grade 3A |
| **Location of Work :** |  | Residential Home |
| **Directly responsible to :** |  | Line Manager / Deputy Manager |
| **Directly responsible for :** |  | N/a |
| **Hours of Duty :** |  | 36 hrs per week |
| **Qualifications Required :** |  | Level 3 Diploma for Residential Child Care Essential or must be willing to work toward. |

|  |  |
| --- | --- |
| **Main duties and responsibilities**  To actively promote the rights of young people as individuals and provide them with quality care in accordance with the policies & procedures of the organisation. To assist in the provision of a safe and homely environment both individually and as part of a team to help young people to achieve their potential by strengthening areas of weakness and developing areas of strength. This will entail the ability to work with an equal opportunities and quality assurance framework and may include undertaking delegated responsibilities for designated tasks. The ability to maintain confidentiality of client information is also essential.  **Physical/emotional/social needs of young people** | |
| 1 | To Physically Care for all the young people in the home, with regard to their health, physical development, hygiene, cleanliness and clothing needs in line with care and placement plans to meet identified needs. |
| 2 | To undertake the role of a keyworker for children / young people, advocating for them in a professional manner where required. |
| 3 | Encourage young people to develop their full educational and vocational attainment. |
| 4 | To actively safeguard and promote the welfare of the children/young people. |
| 5 | To undertake planning and preparation for young people who are being discharged from care to more independent living; working in an outreach capacity as required to support young people returning home to live with family. |
| 6 | Ability to adapt ways of working to meet individual young people’s needs including young people with emotional and/or behavioural difficulties and learning difficulties. |
| 7 | To be a positive role model to assist young people in the development and sustaining of positive social networks with adults and other peer groups. |
| 8 | To organise, accompany and support children to access off site holidays/activities and other leisure activities. |
| 9 | To manage the behaviour of young people both individually and in a group setting by the use of positive professional relationships, seeking at all times to deescalate possible confrontational situations. Carrying out restraint when required in line with Children’s Home Regulations. |
| 10 | To work with young people on intervention strategies to promote pro-social behaviour and support the intervention of specific agencies as required (for example offending/substance misuse/education/mental health) |
| 11 | To support young people on a day to day basis who may be experiencing mental health problems and work in partnership with other agencies to best meet individual’s needs. |
| 12 | To undertake medication training and be competent in administering medication to young people including controlled drugs where prescribed. Ensuring that procedures for the administration of medication are followed and appropriately recorded. |
| **Team Work** | |
| 13 | To work within the ethos of the home and it’s Statement of Purpose. |
| 14 | To actively promote and support Salford City Council’s policies on equal opportunities. To act with integrity, treating colleague’s young people and service users with respect and dignity in accordance with current legislation. |
| 15 | To be prepared to move to other homes within the service to ensure a balance of expertise amongst staff teams. |
| 16 | To take responsibility (in the absence of a senior or above) for the effective planning and organising of a shift, mentoring probationary/bank staff where required. |
| 17 | Develop and maintain professional working relationships with colleagues, children/young people and their families |
| **Administrative** | |
| 18 | To work in accordance with the Children’s Homes Regulations, other statutory guidance, and co-operate with any inspection process. |
| 19 | To carry out duties in accordance with health & safety at work act, adapting safe working practices, in accordance with the organisations policies & procedures. |
| 20 | To undertake financial management in accordance with the organisations policies and procedures. |
| 21 | To ensure that all information is maintained in compliance with the data protection act and ensuring the highest levels of confidentiality. |
| 22 | Complete reports for and participate in statutory reviews and meetings concerning the young people where required |
| 23 | To write and implement comprehensive behaviour management, risk management and placement plans, following advice when required from specialised services, and make professional judgements based on the young person’s developmental stage and risk. |
|  | General Information This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed.  NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review (in consultation with the postholder) to reflect the changing work requirements. |