**Job Description**

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

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| **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. |

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| **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. |

**Person Specification**

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| **Job Title** | **Residential Child Care Worker** |

E = Essential D = Desirable

AF = Application Form I = Interview T = Test

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|  | **Categories** | **E/D** | **AF/ I** |
| 1 | **Experience** |  |  |
|  | Experience of l working with children and young people with emotional and behavioural difficulties.  Other experiences of working with children and young people in statutory or voluntary settings (D) | D  D | AF/I  AF/I |
| 2 | Knowledge |  |  |
|  | Knowledge of the basic needs of children and young people  Knowledge of human growth and development and the effects of trauma, abuse and depravation  Knowledge of a wide range of health/education/social work and voluntary services for children and young people and the ability to use them  A knowledge of de-escalation procedures  Knowledge of Children’s Home Regulations 2015  Knowledge of children’s act 1989 and the care standards act 2000  Knowledge and understanding of the impact of unmet need, neglect, abuse and/or issues of loss/attachment  Knowledge and understanding of child protection and Safeguarding procedures.  Knowledge of data protection and confidentiality within a local authority setting  \*\*if already obtained Diploma for Residential childcare the above knowledge criteria will be essential. | E  D  D  D  D  D  D  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| 3 | Skills/Abilities |  |  |
|  | Communication skills – ability to communicate effectively and appropriately in both in verbal, written and the ability to maintain electronic recording systems.  Ability to work effectively as part of a team and to work alone on own initiative as and when required use initiate and make appropriate decisions.  Ability to work across cultures and have an awareness of equal opportunity issues  Ability to work in a busy, demanding environment prioritising and organising own workload.  Ability to model and promote safe working practices  Experience of working in a children’s home and undertaking effective care planning and key working and successfully involve young people in home making skills and developing general life skills.  The ability to act as a key worker for an individual young person including reviewing their everyday care needs, ensuring all records pertaining to the young person are up to date, taking a positive interest in the young person’s development, maintaining contact with family and other professionals including attending meetings.    The ability to contribute to reports prepared in relation to the young person for reviews and other meetings. | E  E  E  E  E  E  D  E  E | AF/I  AF/I  AF/I  AF/I  AF /I  AF/I  AF/I  AF/I  AF/I |
| 4 | Qualifications |  |  |
|  | Level 3 Diploma for Residential Child Care\*\* and to undertake within agreed timescales.  Ability and willingness to complete and maintain mandatory training in accordance with current policies and legislation:  First aid training  Health & Safety  Food Hygiene  Equality & Diversity  Administration of medication  Restrictive physical intervention.  Willingness to undertake relevant training, including above if not already held.  To complete all training within the agreed timescales dictated by legislation.  Minimum GCSE Grade C in Maths and English\*\*  \*\*(evidence to be provided) | D  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| 5 | **Other** |  |  |
|  | Full driving licence  Willingness to use own vehicle for work related tasks Casual car user.  Willingness to participate in planned activities / holidays away from the home with young people  Ability to maintain confidentiality at all times  To work on a rota system including sleep in duty, evenings and weekends as and when required to meet the needs of the young people living at the home. | D  D  E  E  E | AF  I  AF/I  AF/I  AF/I |

**Note – due to change in legislation:**

All Residential Child Care Workers will be required to undertake and successfully complete relevant training programmes as required by governing regulations, guidance and the City Council policies and procedures.

Residential child care workers must be registered and working towards level 3 diploma for residential childcare within 2 years from commencement of employment.

Training for Diploma will be financed by the authority but there will be an expectation that staff will be committed to undertake some of this work in their own time.

Job evaluated February 2017