

Job Description

Department:	Childrens Services
Division/Section:	Clare Lodge
Job Title:	Lead Residential Worker
Post No:	
Grade:	9
Reports to:	Team Manager
Organisation Chart:	An up-to-date structure chart is available from the Manager
CRB Check applicable?	Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<p>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
Line Management responsibility for:	No. of direct reports: 5-8
Size of budget:	Nil
Job Purpose:	To provide direct care to young people receiving residential care with the necessary support, care, guidance and positive adult role models. To act in a professional, parental (<i>loco parentis</i> legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent) capacity towards these young people, whilst sharing this responsibility (and supplementing it where necessary) with the young person's own family and the Local Authority. To ensure that each child and young person consistently maximises their potential. To act as a role model to all staff and to supervise staff.

Main Duties and Responsibilities:

1. Act as a key worker for young people including those with more complex needs as directed by senior staff including acting as an appropriate role model, advising and acting as an advocate, so as to ensure that they receive appropriate levels and standards of individual care and support that will meet their primary needs. This will include but is not limited to; Clothing shopping, toiletry shopping, making and ensuring health appointments are attended and recorded, ensuring key work sessions take place etc.
2. Represent the home at meetings in respect of these young people including child protection conferences, reviews and meetings arranged by partnership agencies. Prepare reports required for these meetings.
3. Work in line with Organisational and Departmental procedures, policies and legislative

frameworks.

4. Maintain standards of recognised good practice at all times when dealing with looked after children by establishing purposeful and constructive relationships and appropriate role modelling so as to assist with the development of their life and social skills and age-appropriate independence.
5. Take appropriate action to ensure that care plans are designed, implemented and reviewed, so that children's behaviour is managed, their health, social and emotional development is monitored and appropriate opportunities are made available to assist with cultural/spiritual needs.
6. Communicate and engage with children so that their stay in the unit is purposeful and enjoyable. Plan and arrange activities which ensure that children can enjoy, achieve and learn from their experiences.
7. Take responsibility for personal development including participating in and contributing to supervision/appraisals as well undertaking a comprehensive training programme
8. Take responsibility for the induction of new staff by providing them with work shadowing opportunities and role modelling. Contribute towards the evolution of good practice by supporting new staff, so that they can acquire the skills required in their roles in a systematic way.
9. Supervise staff as delegated by the manager.
10. Maintain and produce required records and files. Produce reports for reviews and meetings. Assist with routine administration, so as to help ensure that the home maintains efficient systems.
11. To undertake sleep-in duties
12. Take responsibility as a designated person (shift leader) for the daily running of the Home in the absence of the manager or registered manager. Carry out stand by duties as required.
13. Take responsibility for leading shifts and problem solve issues arising during those shifts including staffing difficulties and maintenance issues. Take responsibility for the decision to call out of office duty workers such as E.D.T and the on call manager/registered manager.
14. To take responsibility for the quality assurance of all reports and records ensuring they meet the standards required by the Home.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:	31st March 2017	COMPLETED BY:	Steve McFaden
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