

## Residential Worker

### Job Description

**Department:** Childrens Services

**Division/Section:** Clare Lodge

**Job Title:** Residential Worker

**Post No:**

**Grade:** 7

**Reports to:** LRW Grade 9, or Team Manager

**Organisation Chart:** An up-to-date structure chart is available from the Manager

**CRB Check applicable?** Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:** No. of direct reports: Nil

No. of indirect reports: Nil

**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 (*loco parentis* 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 local authority. To ensure that each child and young person consistently maximises their potential.

### Main Duties and Responsibilities:

1. Act as a key worker for particular young person/s 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. Maintain standards of recognised good practice at all times when dealing with young people 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.
3. Work in line with Organisational and Departmental procedures, policies and legislative frameworks.
4. To answer/respond to telephone calls, including alerting the Duty Manager and EDT as appropriate. To keep a comprehensive record of all telephone calls.
5. Ensure that all reports, risk assessments and care plans are designed, written, implemented and reviewed within the appropriate time frame, 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 Home is purposeful and enjoyable. This includes organising and participating in appropriate activities for the young people.
7. Support the care culture by assisting with the induction of new staff by providing them with work shadowing opportunities and contribute towards the evolution of good practice by supporting new staff, so that they can acquire the basic skills of their roles in a systematic way.
8. Maintain and produce required records and files, attend and contribute towards reviews, case conferences and planning meetings and assist with routine administration, so as to help ensure that the Home has efficient systems. Produce reports as required.
9. Take responsibility for personal development including participating in and contributing to supervision/appraisals/de-briefs as well undertaking a comprehensive training programme.
10. Take occasional responsibility for co-ordinating aspects of the daily running of the Home as delegated by a senior member of staff or manager, so as to ensure that at all times a designated person is in a position to take necessary decisions.
11. To undertake sleep-in duties

- Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- 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.
- 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:** 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.
- 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.

**DATE:**

**COMPLETED BY:**

**23<sup>rd</sup> June 2016**

Steve McFaden