

Job Description

Department: Adult Operations

Division/Section: Cherry Lodge

Job Title: Residential Worker

Post No:

Grade: 7 and 8

Reports to: Registered Manager

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

Show immediate manager and any jobs reporting to this post.

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 young people receiving residential care with the necessary support, care, guidance and positive adult role models. To act in a professional, parental capacity towards these young people, whilst sharing this responsibility (and supplementing it where necessary) with the young person's own family. To ensure that each child and young person consistently maximises their potential.

Main Duties and Responsibilities:

1. Act as a keyworker for particular child/children under supervision including befriending, advising and acting as an advocate, so as to ensure that they receive appropriate levels and standards of individual care and support.
2. Maintain standards of recognised good practice at all times when dealing with children and 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 Departmental procedures, unit policies and legislative frameworks.
4. 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.
5. Communicate and engage with children so that their stay in the unit is purposeful and enjoyable.
6. Assist 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.
7. 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.
8. Take responsibility for personal development including participating in and contributing to supervision/appraisals as well undertaking a comprehensive training programme.
9. Take occasional responsibility for defined 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.

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:

Person Specification

JOB TITLE: Residential Worker

POST NO:

GRADE: 7 and 8

DEPARTMENT: Childrens Services

HOURS

DIVISION: Cherry Lodge

DIRECTOR: Wendi Ogle-Welbourn

DATE:

COMPLETED BY: Claire Young

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Knowledge and understanding of good Customer Care.</p> <p>Must have understanding of child development & children's physical & emotional needs.</p>	<p>Knowledge of play and activities.</p> <p>Knowledge of relevant legislation guidance and policy</p> <p>Knowledge of family systems theories</p>
SKILLS & ABILITIES	<p>Ability to communicate verbally & in writing with children and families.</p> <p>Ability to complete relevant training including National Diploma 3</p> <p>Have confidence to establish & maintain positive relationships with individuals & groups.</p>	<p>Report writing & recording skills.</p>
EXPERIENCE	<p>Involvement with children as a paid worker, volunteer or carer.</p>	<p>Experience and understanding of the role of Key Worker within a residential establishment.</p>
QUALIFICATIONS		<p>Current driving Licence.</p> <p>National Diploma Qualification or NVQ equivalent</p> <p>Relevant Childcare Qualification</p>
PERSONAL CIRCUMSTANCES	<p>Willingness to work to guidelines & policy on smoking at work.</p> <p>Able to work flexible hours including evenings, weekends and bank holidays, sometimes at short notice.</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)</p>	

CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	
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[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]