Northamptonshire Children's Trust

Job Description

Job Title: Senior Residential Carer

POSCODE: HAY00776

Grade: Residential Grade H

Overall Purpose of Role

To be a senior member of a team of professional staff caring for children and young people. To advise staff on shift on the development of care plans and on the resolution of problems that arise, in addition to playing an active role with the clients.

Main Accountabilities

	Main Accountabilities
1	To act as a key worker for a number of young people ensuring care plans are actioned and developed to ensure the physical, emotional and social wellbeing of the individual. This should be done in consultation with the young person and other interested parties.
2	Work with all clients of the unit carrying out care plans to ensure that their physical, emotional and social well-being is cared for and feeding back information to relevant key workers as appropriate. This will include undertaking assessments, admission and discharge arrangements in accordance with departmental policies.
3	Provide services and counsel individually and/or in groups to facilitate implementation of care plans in more complex situations.
4	Maintain effective administration records including reports, reviews, records etc and ensuring that all documentation is always accurate and up to date.
5	Pursue appropriate staff development and training programmes, which will enable the post holder to undertake their duties in a professional manner and in accordance with Unit/Departmental policies. This includes attendance at Staff Meetings.
6	Share, where necessary, in the normal domestic work and activities of the unit to ensure it's adequate functioning aiming to create a normal living environment for the clients, having due regard for Food and Hygiene Legislation.
7	Supervise staff in accordance with the department's formal supervision system and/or provide indirect supervision (by giving day to day advice and guidance) to enable staff to operate more effectively, enhancing their knowledge, skills and performance.

8	Take responsibility for pocket money, cash floats and other minor budgets under delegation from the Team Manager, including maintaining correct financial records.
9	Take responsibility for the unit in the absence of the Team Manager, dealing with the day to day operation of the unit but referring unusual matters and emergencies to a more senior member of staff.
10	Enable and be responsible for ensuring that all work within the unit is delivered within a Therapeutic framework i.e. is beneficial to young people.
11	Demonstrate good awareness and understanding of equal opportunities and other people's Behaviour, physical, social and welfare needs.
12	To have basic computer skills
13.	Carry out any other duties which fall within the broad spirit, scope and purpose of this Job Description.

This Job Description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
NVQ Level 3 in Children and Young People. NVQ Level 4 in Child Care or a willingness/ ability to undertake this qualification.	Undertaken training required by the Department which meets the requirements of entry into qualifying training.	Essential
	Relevant professional or in-service training.	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		

	Experience of cash handling. Able to supervise staff. Good organisational and problem solving skills. Interpersonal and communication skills sufficient to work effectively with clients, colleagues and customers to include accurate recording and message taking. Good verbal and written reasoning. Report writing skills. Demonstrate good awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. Able to contribute to the development of working practices Ability to travel to different locations effectively. Understanding of National Minimum Care Standards.	Essential
	Supervisory/management skills in relation to staff and budgets. Counselling skills.	Desirable
	Able to prioritise own and others work. Able to motivate young people. Able to motivate staff team, by example. Able to work in and with a team. Able to anticipate difficult situations and refer to Senior Staff as appropriate. Able to liaise and negotiate with other agencies, organisations, departments and represent the Department at formal meetings. Recognise the importance of and maintain confidentiality.	Essential

	Able to work in different centre and settings.	Desirable
	Reliable and able to work shift patterns and unsociable hours on a rota basis. Able to work on own initiative and make informed decisions where appropriate. Receptive to direction and to work within agreed routines and practice guides. Able to work to and achieve deadlines, deal positively with conflict, relate well to a wide range of people and abilities. Adaptable and flexible approach to problem solving. Commitment and enthusiasm for role and self-development through supervision and training. Able to set and maintain fair and reasonable boundaries. Basic IT skills	
Experience:		
	Considerable experience and knowledge of working with children/adults with difficulties and challenging behaviour / disabilities. Knowledge of social work techniques and considerable experience of residential provision. Working knowledge of child care legislation.	Essential
	Experience and understanding of therapeutic practice.	Desirable
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and of other peoples behaviour, physical, social and welfare needs.	Essential
	Willingness to undertake appropriate training and to	Desirable

	regularly update.	
Health & Safety	Able to demonstrate a clear understanding of a commitment to health and safety and a willingness to undertake training to enable implementation of procedures. Ability to apply health and safety effectively to self, colleagues, staff and service uses as appropriate.	Essential
	Willingness to undertake appropriate training and to regularly update	Desirable

Disclosure Level

What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☒

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☐
Flexible	☒
Field	☐
Home	☐