



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

1	To oversee the function of a care team and ensure that children's care pathways are followed/ to act as a key worker for a child ensuring their physical, emotional and social wellbeing are met . To consultation with the children and other interested parties about the care provided to the children
2	Work alongside all the children at the home and oversee the smooth operation of the home, guiding care worker to carry out their duties. This will include undertaking assessments, welcoming children to the home and support children to leave the home, managing behaviours, diary commitments and responding to situation that arise in the home in accordance with the trusts policies and procedures
3	Follow a rota system of work including early, late and , every other weekend shift patterns this would include sleep in duties and standby duties
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 trust and homes policies. This includes attendance at Staff Meetings.
6	Share, where necessary, in the normal domestic work and activities of the Home to ensure its optimum function aiming to create a calm and structured living environment for the children .
7	Supervise staff in accordance with the trust formal supervision policy 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 cash floats and other minor budgets under delegation from the Team Manager, including maintaining correct financial records.

9	Take responsibility for the running of the home in the absence of the Team Manager, dealing with the day-to-day operation of the home 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 home is child centred and that decision are made to ensure children living at the home are safeguarded
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 including word, basic excel and Outlook
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
Educated to GCSE standard or equivalent professional qualification or business experience	Qualified to GCSE, A Level or equivalent or has relevant professional training or experience (e.g. BTEC NEBSS etc.) or experience as below or prepared to . Undertake training required by the Trust which meets the requirements of entry within a timescale, post probation Working knowledge of childcare legislation. Basic IT skills	Essential
	Relevant professional or in-service training.	Desirable

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

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

	and settings.	
	<p>Reliable and able to work shift patterns and unsociable hours on a rota basis.</p> <p>Able to work on own initiative and make informed decisions where appropriate.</p> <p>Receptive to direction and to work within agreed routines and practice guides.</p> <p>Able to work to and achieve deadlines, deal positively with conflict, relate well to a wide range of people and abilities.</p> <p>Adaptable and flexible approach to problem solving.</p> <p>Commitment and enthusiasm for role and self-development through supervision and training.</p> <p>Able to set and maintain fair and reasonable boundaries.</p>	
Experience:		
	<p>Considerable experience (min 2 years) and knowledge of working with children/adults with difficulties and challenging behaviour / disabilities.</p> <p>Knowledge of social work techniques and considerable experience of residential provision.</p> <p>Working knowledge of child care legislation.</p>	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 regularly update.	Desirable
Health & Safety	Able to demonstrate a clear understanding of a commitment to	Essential

	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.	
	Willingness to undertake appropriate training and to regularly update	Desirable
Disclosure Level		

What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>