**Job Description**

**Assistant Residential Worker**

POSCODE:

Grade: **3**

**Overall purpose of the job**

To be part of a team supporting children and young people who may have additional needs to achieve positive outcomes that are important to them in line with the service purpose. These include developing independence, learning new skills, getting on with other people, having fun and doing activities they enjoy.

To provide support for with children, young people and their families as described in their care plan and under the supervision of the shift leader and your manager. This will be on a 24/7 rota basis and you will work with other agencies and professionals as directed.

To work in line with regulatory requirements and organisational policy and procedure and contributing to the achievement of an outstanding, good or equivalent rating in external inspection.

**Main accountabilities**

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| 1. | Work as a team and individually to provide a flexible responsive, high quality and person centred care and support to children, young people and their families according to their support plan.  To support children to do a range of enjoyable, stimulating and safe activities and experiences within and external to the home. |
| 2. | Build and maintain professional positive working relationships by providing emotional and social support to children and young people who can display challenging emotional and social difficulties.  Use positive behaviour support strategies and the least restrictive support options at all times.  Use a variety of communication methods that suit individual children and young people. |

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| 3. | Establish relationships and links within the community to assist the child, young person and their family.  Work in the community and other settings such as adult support settings, schools and family homes as needed to support the child / young person and their family. |
| 4. | Support children and young people in their personal care, administration of medication and clinical procedures in line with their support plan and organisational policies and procedures  Support children and young people to develop independence in these areas appropriate to their age and needs and support plan. |
| 5. | Ensure that the views and needs of children and young people are sought, heard and responded to in a way that suits them. Promoting communication and participation with the child and young person’s views directly influencing their support. |
| 6. | Maintain any registration requirements in line with the required bodies and ensure that Cambridgeshire County Council is notified of any circumstances which could affect your registration status |
| 7. | Undertake routine household tasks e.g. cooking, washing, shopping and/or supporting young people to undertake these tasks to enable the smooth running of the home and to promote independence. |
| 8. | Ensure that the views and needs of parents and carers are sought, heard and responded to in a way that suits them. |
| 9. | Contribute to the development and evaluation of care plans and input to service planning meetings where required. Attend other meetings as directed, reporting issues raised to line management. |
| 10. | Record observations and maintain up to date files (paper and electronic), utilising agreed systems and procedures; undertake administrative processes as necessary to maintain systems, procedures and office practices. |
| 11. | Seek management support and advice as needed to meet the needs of the child or young person. |
| 12. | Develop effective working relationships with team members, partner and other external agencies and Cambridgeshire County Council colleagues. |
| 13 | Be familiar with and work according to health, environmental and safety policies and procedures. In the event of any serious risk, take immediate action to reduce this risk and inform senior management. |
| 14 | To work shifts on a 24/7 basis |