



Job Description

Job Title: **Residential Care Worker**

POSCODE: **HAY01957**

Grade: **G19**

Overall Purpose of Role

To be a member of professional staff, caring for children and young people.

To implement and to contribute to the development of care plans for young people involving liaison with external agencies to assist and enhance this process.

Main Accountabilities

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1	Work with all young people of the home carrying out care plans to ensure that their physical, emotional and social well-being is cared for and feeding back relevant information to Keyworkers as appropriate. This will include undertaking assessments, admission and discharge arrangements in accordance with the departmental policies.
2	Provide services and counsel individually and/or in groups to facilitate implementation of care plans.
3	Maintain effective administration records which will include Reports, Reviews, Court Reports, Records of Appointments, Case Review Dates, Release Plans, and may include Petty Cash, Processing of invoices and other records within the Home and Departmental Policies so that all documentation is always accurate and up-to-date.
4	Pursue appropriate Staff Development and Training Programmes which enable the post holder to undertake their duties in a professional manner and in accordance with Home/Departmental Policies, this includes the attendance at Staff Meetings.
5	Ensure all work within the home is delivered within a therapeutic framework i.e. is beneficial to the young people.
6	Supervise persons in the home on work placements, and others undertake Work Experience if required to maximise their learning potential and assist the home in its Operation.
7	Share, when necessary, in the normal domestic work and activities of the home to ensure its adequate functioning aiming to create a normal living environment for the young people, having due regard to Food and Hygiene legislation.
8	Take responsibility for the home in the absence of the Team Manager and Assistant Team Manager, dealing with day-to-day operation of the home (including security) but referring unusual matters and emergencies to a senior member of staff.
9	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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 needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Safeguarding commitment

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

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>This post requires satisfactory clearance of an enhanced DBS.</p> <p>Good general education of literacy and numeracy to GCSE equivalent.</p>	<p>Relevant professional or in-service training</p> <p>Basic IT Skills</p>
	Full UK driving license (car)	Essential

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

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience and Knowledge	<p>Able to demonstrate:</p> <p>Good organisational and problem solving skills.</p> <p>Good interpersonal skills and sufficient ability to liaise effectively with families and professionals. The ability to accurately record and take messages.</p> <p>Good written and verbal reasoning.</p> <p>The ability to travel effectively to different locations.</p> <p>Flexible approach and capacity by broad perspective in working with young people with difficulties.</p> <p>Able to:</p> <p>Prioritise own work and others.</p> <p>Motivate staff team by example.</p> <p>Work in and with a team.</p> <p>Anticipate difficult situations and refer to senior staff as appropriate.</p> <p>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> <p>Reliable and able to work shift patterns and unsociable hours on a rota basis.</p> <p>Commitment and enthusiasm for role and self-development through supervision and training.</p>	<p>Able to work in different centres and settings</p> <p>Willingness to undertake appropriate training and to regularly update</p> <p>Experience of working with children</p> <p>Experience of working in a similar environment.</p> <p>Knowledge of educational systems and special educational needs.</p> <p>Experience of using communication methods for children with autism and complex needs</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and skills	<p>Basic cash handling skills. Able to demonstrate: Good organisational and problem solving skills. Good interpersonal skills and sufficient ability to liaise effectively with families and professionals. The ability to accurately record and take messages. Good written and verbal reasoning. The ability to travel effectively to different locations. Flexible approach and capacity by broad perspective in working with young people with difficulties. Able to: Prioritise own work and others. Motivate staff team by example. Work in and with a team. Anticipate difficult situations and refer to senior staff as appropriate. Liaise and negotiate with other agencies, organisations, departments and represent the Department at formal meetings. Recognise the importance of and maintain confidentiality. Reliable and able to work shift patterns and unsociable hours on a rota basis. Commitment and enthusiasm for role and self-development through supervision and training.</p>	<p>Able to work in different centres and settings</p> <p>Willingness to undertake appropriate training and to regularly update</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

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