

JOB DESCRIPTION

Job Details

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|---------------------|---|-----------|--|
| Job Title: | Residential Care Worker | | |
| Team/Department: | Bedspace Residential Children's Home Services | | |
| Reports to: | Deputy CH Manager/Registered Manager | Location: | Brown Edge, Staffordshire or Alsager, Cheshire |
| Appointment period: | Permanent | Hours | PT 24hrs or FT 37.5hrs |

Job Purpose

A fantastic opportunity to be involved in the provision of responsive care and support, to children and young people who have complex emotional and social needs using a parenting approach to ensure children and young people are safe, well and cared for.

You will be working in a small children's home, looking after up to 3 children and young people at a time.

The position involves developing supportive and positive relationships with the children and young people treating them all with understanding, dignity, kindness and respect. You will provide advice, assistance and support to the children and young people. You will be a positive role model for them and work closely with them to address their difficulties and achieve their optimum potential.

You will be expected to support and care for children and young people with histories of attachment disruption and developmental trauma, often presenting in emotional and behavioural difficulties. Our goal is to ensure that the children and young people have a positive and enjoyable time whilst in a loving environment where their safety and wellbeing is prioritised.

About You

Can you nurture the talents and interests of children and young people and support them in areas of developmental capability, such as being able to make good choices, finding interests and activities that give children and young people we care for a feeling of mastery and power?

Do you want to be supported by a strong management team with an excellent reputation in enabling the development and progress of children and young people who have complex needs?

For a successful application, you'll need to have an understanding of the complex interdependencies of mental health, developmental trauma, substance misuse and offending behaviour. Being able to reflect upon your own emotional responses and the responses of others will be essential in order to adopt a professional, creative and compassionate approach to problem solving, getting and keeping people engaged and demonstrating empathy. You promote the rights, responsibilities and informed choice of the people receiving the service.

You can adapt to changing and emerging needs, demonstrating flexibility and resilience in challenging situations. You have a knowledge of Bedspace and a belief in its values and principles.

You're experienced in data collection, administration and recording procedures, with the ability to maintain accurate case notes. You have demonstrable skills in using Microsoft Office applications. You are professional and values led with integrity, inclusivity and respect for diversity, with an ability to work in uncertainty and maintain a positive approach.

You have an ability and commitment to working with vulnerable children and young people and families with complex needs, in a way that encourages their participation. the skills of a strong negotiator and have

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About You

the ability to advocate and be diplomatic. You'll have a sense of humour, be personable and accept that things won't always go to plan.

Due to Bedspace's commitment to safeguarding and this post having access to children and/or vulnerable adult's, candidates must be a minimum age of 21 years old and will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Main Duties & Responsibilities

Direct Care and Support

1. To provide a 24/7 service, maintaining a high quality of care and support which meets the physical, emotional, intellectual, social, cultural and safeguarding needs of the children and young people.
2. Establish positive relationships with the children and young people, always offering them unconditional acceptance.
3. Drafting, following and updating children's home care plans and safe care plans.
4. Having an excellent knowledge of each child's safeguarding needs and taking responsibility for their wellbeing.
5. Respond and take responsibility for any emergency situations as they may arise through direct intervention or other means as appropriate to ensure the children and young people are kept safe.
6. Preparation of healthy meals.
7. Good housekeeping to provide a clean and comfortable living space.
8. Provide ongoing emotional support for the children and young people to enable them to address past and present difficulties.
9. Provide emotional support at times of difficulty or stress
10. Ongoing assessments of children and young people's needs
11. Preparation of reports as required.
12. Administration of medication and promoting good health and access to health providers such as GP's, dentists and opticians.
13. Arrange, and attend when required, appointments with various partner agencies
14. Provide transport/escort to children and young people in line with support plans
15. Encouraging children and young people to access youth clubs, sports clubs and support groups in the community.
16. Support children and young people by ensuring they have smooth transitions between identified placements.
17. Identifying and liaising with appropriate support services, community resources and activities that meet individual outcomes
18. Acting as an advocate at meetings where the child is the centre of discussion.
19. To liaise with children and young people's families, friends, and professionals who play a role in their lives when necessary, facilitating positive relationships between all parties.
20. Responsible for the holistic care and safety needs of the children and young people, assuming a parental role for the children whilst working in close partnership with internal and external agencies.

Management Responsibilities

21. Attend regular supervisions / case management discussions. With support to develop your own practices through supervisions.

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Main Duties & Responsibilities

22. An understanding of appropriate legislation, National Quality Standards, Criminal Justice Act, Children's Homes Regulations (2015), Children Act 1989
23. Working alongside other professionals and communicating with other agencies which may include professional challenge and/or escalation where necessary, to ensure children and young people are supported and kept safe.
24. Under guidance of the Senior RCW administer and undertake medication checks to ensure medication policy has been adhered to, that medication counts correlate to what is recorded on Medication Administration Records and that all children and young people have received and taken any required medication during a shift.
25. Escalate and liaise with on-call management as necessary during an incident or if a safeguarding concern arises.
26. Take responsibility for the reporting of any health and safety concerns or any repairs that may arise whilst at work.

Partnership Working

1. To prepare for and attend meetings as required or directed as part of the overall support of the children and young people.
2. To work effectively and cooperatively across multi-disciplinary teams.
3. If a placing authority's or a relevant person's performance or response is deemed to be inadequate in relation to their role, challenge the placing authority or the relevant person to seek to ensure that each child's needs are met in accordance with the child's relevant plans; and
4. Seek to develop and maintain effective professional relationships with such persons, bodies or organisations as the registered person considers appropriate having regard to the range of needs of children for whom it is intended that the children's home is to provide care and accommodation.

Administration

1. To accurately record, create, maintain and update electronic records.
2. To ensure that the policies and procedures of Bedspace are carried out effectively and sensitively.
3. To effectively use IT packages to support the work of the company, ensuring all contractual obligations are adhered to.
4. To observe and maintain strict confidentiality in respect of children and young people and the company.
5. Able to show flexibility to cover all areas across the company as and when required to meet the needs of the business.

General Accountabilities

1. Ensuring the highest standards of quality are achieved in all duties carried out.
2. Communicating effectively within the team, with other teams and across the company.
3. Conducting all activities in a manner in line with the company's vision, promoting good external relations and a positive image of the company.
4. Responsible for meeting individual performance targets as agreed with the post holder's manager.
5. Supporting the culture of cross sectional working, encouraging a culture of project work focusing on the objectives of the company. Actively participating or leading in projects and corporate tasks as required.

Health and Safety

Responsibility for the health, safety and welfare of self and colleagues in accordance with the requirements of the company Health and Safety policies and procedures.

Diversity

The post holder is required to always have due regard to equal opportunities and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

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Confidentiality

The post holder is required to observe and maintain strict confidentiality in respect of children and young people and all company information.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this post will be mutually agreed with the post holder.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

| | Requirements | Essential / Desirable | How Assessed |
|-------------------------------------|--|-----------------------|--------------|
| Qualifications/ Requirements | Level 3 Diploma in Residential Childcare (England) or equivalent . | D | |
| | Willingness to work towards Level 3 Diploma in Residential Childcare (England) or equivalent, if not already completed | E | |
| | This post is subject to an enhanced DBS check. | E | |
| | Willingness to undertake further training. | E | |
| | Current full driving licence with business insurance | E | |
| | Maths and English, grade C above or equivalent. | D | |
| Experience | Experience of working with vulnerable children and their families. | E | |
| | Previous childcare experience, preferably in a residential setting | D | |
| | Awareness of the development needs of children in residential care. | D | |
| | Ability to establish good working relationships with children and young people based on respect and openness | E | |
| | Experience of monitoring and evaluating the outcomes of children and young people. | D | |
| | Frequent use of computerised admin systems in busy working environment. | D | |
| Aptitude | Good written, verbal, and communication skills. | E | OM |
| | Negotiation skills. | E | |

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| Requirements | | Essential / Desirable | How Assessed |
|--------------------|--|-----------------------|--------------|
| | Able to work to tight deadlines and be computer literate. | E | OM |
| | Able to deal with conflict situations in a calm yet firm manner. | E | |
| | Able to make quality decisions under pressure. | E | OM |
| | Effective use of time management. | E | OM |
| | Take on new ideas and be adaptable to 'change' | E | |
| | Able to follow policies and procedures taking appropriate action when necessary. | E | |
| | To meet administrative targets | E | OM |
| | Ability to risk assess situations effectively | E | |
| Knowledge | Knowledge of Children's Home (England) Regulations 2015. | E | |
| | An understanding of the Quality Standards and their accompanying guide. | E | |
| | A working knowledge of other relevant social care law and guidance. (Children Act 1989, Working Together to Safeguard Children 2018 etc) | | |
| | Knowledge of the evaluation criteria in the Social Care Common Inspection Framework | D | |
| | A knowledge and ability to deliver evidence-based and research-led approaches. | | |
| | Knowledge of how to support children who have experienced trauma, harm, or abuse. | E | |
| Disposition | Enthusiastic and confident with a positive attitude. | E | |
| | Versatile, flexible and cooperative approach to work. | E | |
| | Work effectively across multi-disciplinary teams. | E | |
| | Ability to maintain confidentiality. | E | |
| | Credible with staff and children and young people. | E | |
| | Willingness to work unsocial hours. | E | |
| | Committed to self-development | E | |

Essential/Desirable:

E = Essential: Requirements without which the job could not be done. D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)