

Job Outline

Post Title: Support Worker (Driver) – Children`s Services

Section: Care Services

Terms: The Birtenshaw Group Pay Scale Point 05 – 06 - £23,500 - £23,893 (£12.18 - £12.38 per hour) plus an additional £1000 for driving element. This will rise to £24,087-£24,490 (£12.49-£12.69) from 01 April 2024.

Full Time - 37 hours per week. Working hours will be averaged out over a 3 week rolling period and will include both weekday and weekend shifts (1 in 3) arranged by managers. Sleep in shifts will also be required on a rota basis for which an additional flat rate payment is made

Part Time - 18.5 hours per week (with the opportunity to pick up additional shifts) Working hours will be averaged out over a three week rolling period and arranged in advance. Occasional sleep in shifts may be required

Weekend - 16, 21.5 or 29 hours per week (with the opportunity to pick up additional shifts). Weekend contracts can be worked between Friday night and Sunday night. Occasional sleep in shifts may be required

Holiday Entitlement: 30 days (including public holiday allowance)
Equates to 222 hours, Pro rata

Report To: Registered Manager

Overall Purpose of Job

To create a safe, positive, nurturing homely environment based on principles of ordinary living, for children and young people with a disability living in a specialist children community home.

To support children and young people and provide opportunities for them to maximise their physical , emotional , social and educational potential so that they can develop into confident , capable adults able to live as independently as possible.

As a Support Worker (Driver), you will be using company owned vehicles, where you will assist the people we support to access the local community, medical appointments, family contact and activities.

Driving is a requirement of this role.

Main Duties

Young People

1. To support children and young people to maximise their potential and ensure that their physical, emotional, social and educational needs are met.
2. To safeguard the children and young people who they support ensuring that they are protected from all forms of abuse and those they live in a safe environment.
3. Where required by the Registered Manager undertake the responsibilities for the role of key worker for the child or young person
4. Contribute to the assessment of individual children's/young people's needs and circumstances
5. Contribute towards and implement the agreed Care Placement Plan for each child/young person supporting young people to achieve their personal goals.
6. Contribute to the planning, implementation and evaluation of therapeutic programmes to support and enable children and young people to manage their behaviour and promote children's and young people's social and emotional development
7. Prepare, implement and evaluate agreed therapeutic activities to help to promote children's/young people's sensory and intellectual development
8. Establish and maintain relationships with parents/carers and where required support children and young people and their families to address issues which affect the child or young persons, health emotional and social well-being.
9. Contribute to the provision of a safe framework and effective strategies to support children and young people to manage their behaviour
10. Observe and assess the development and behaviour of children/ young people and
11. review children's/young people's individual progress and needs in line with statutory and directorate requirements
12. Represent children's/young people's interests when they are not able to do so themselves
13. Support children/young people as they move towards transition to adult services or are experiencing a change in their care requirements and provision
14. At all times act as an advocate for the child / young person to ensure the best possible outcome for them

PARTNERSHIP WORKING

1. Contribute to the development and maintenance of joint working between workers, carers, children and young people and their families through effective communication and liaison.
2. Contribute to the development and maintenance of joint working between partner agencies to the benefit of the child/young person and their family through effective communication and collaboration with all partners,

STAFF DEVELOPMENT

1. Attend and actively participate in staff meetings
2. Prepare for, attend and actively participate in supervision, appraisal and staff meetings
3. Promote and participate in training and staff development opportunities as required
4. Contribute to the development and effectiveness of work teams

GENERAL

1. Meet identified objectives as outlined in personal appraisals
2. Comply with the organisation's policies, procedures and standing orders.
3. Comply with all relevant national, local and organisational legislation, national guidance and regulatory minimum standards in executing your role.
4. Maintain accurate, well-kept and up-to-date records
5. Fully utilise IT facilities and modern technology
6. Promote, monitor, maintain and comply with health, safety and security at work in line with the relevant legislation
7. Maintain accurate, professional records in line with national guidelines
8. Promote people's equality, diversity and rights
9. Carry out duties in an appropriate and professional manner at all times
10. Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

Health and Safety

All staff must operate safely within the workplace with regard to Health and Safety legislation.

Confidentiality

All staff must adhere to national and organisational policies and procedures in relation to confidentiality and the management and sharing of information.

Limits of Authority

Within the framework of the organisations policies and instructions, and subject to the overriding authority of his/her line manager, the member of staff holding this post is authorised to undertake all duties appertaining to the areas of work outlined above, and in line with the General Social Care Council's Code of Practice/Conduct

Note

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

As a general term of employment, Birtenshaw may effect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee's remuneration and status.

BIRTENSHAW

Person Specification

Post Title: Support Worker

CATEGORY	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Skills		
Ability to form and maintain professional relationships with children/young people	E	A + I + R
Ability to contribute to Residential Placement Plans and to involve children/young people in their development	E	A + I
The ability to meet the daily care needs of children/young people	E	A + I + R
Ability to work as part of a team	E	A + I
Ability to manage challenging behaviour in a positive way	E	A + I + R
Ability to work calmly in situations of crisis	E	A + I
Good communications skills (written and verbal)	E	A + I
Knowledge		
Children's Homes Regulations (2015) and Quality Standards	D	A + I
Child development and theory of attachment	D	A + I
Causes of challenging behaviour	D	A + I
Methods of addressing challenging behaviour and/or therapeutic interventions	D	A + I
Attitudes		
Commitment to non-judgementally caring for children/young people	E	A + I + R

Acknowledging the potential for personal growth/change in every individual	E	A + I + R
Actively promote the culturally and ethnically diverse ethos of Birtenshaw	E	A + I + R
Experience		
Direct work with children/young people	E	A + I
Work in a residential setting	D	A + I
Direct work with families	D	A + I
Qualifications		
Diploma Level 3 in Children and Young People Workforce or willingness to commence within three months of appointment	E	A + I
Diploma in Social Work or equivalent	D	A
Youth and Community Certificate/Diploma or equivalent	D	A
Special Requirements and Environmental Factors		
Must hold a valid UK driving licence	E	A
All candidates must be able to demonstrate a good attendance and performance record	E	A
Commitment to work flexibly on a rota pattern which includes Early 07.30 start, Late and Sleep-In shifts. Weekends and public holidays are also included. To best meet the needs of the young people alterations to shifts and additional hours may be incurred. The additional hours will be worked for payment or time in lieu. To ensure the welfare of the young people is paramount, it may be necessary, in exceptional circumstances, for senior members of the team to direct care staff to work certain shifts	E	A + I
Actively promote 'No Smoking' and other company policies	E	A + I