

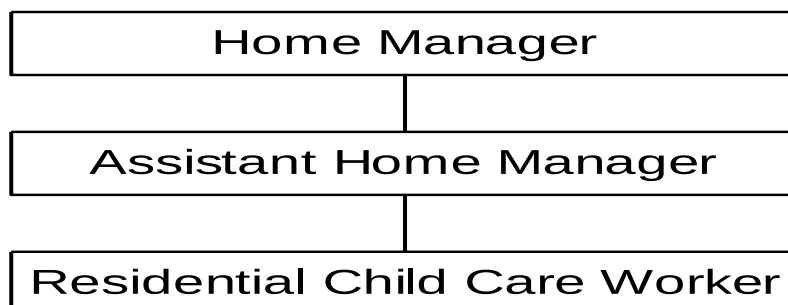
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Residential Children's Homes
LOCATION:	Children's Homes within the Borough
JOB TITLE:	Residential Child Care Worker
POST NUMBER:	
Grade:	Grade 6
Accountable to:	Homes Manager/Assistant Homes Manager
Accountable for:	N/A
Hours of Duty:	37 hours worked on a rota basis including evenings/weekends. Staff will be required to stay at the home overnight
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. Appointment to this post is subject to a Disclosure Barring Service background check. In accordance by collective exemption this post is exempt from European Working Time Directive regulations in relation to rest breaks between shifts.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

As part of a Team and within the context of Council and Services policies and procedures, to provide high quality care which will meet the identified needs of children and young people within a residential home.

Control of Resources

Personnel

None

Financial

To be accountable for purchasing necessary equipment for young people and the home. To undertake petty cash claims and record purchase card transactions.

Equipment/Materials

To be responsible for the premises furniture, equipment and consumable goods used in relation to the work of the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. To work to the Safer Working Guidance Policy.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

Senior Management and staff within the Service and other Council Services.

External:

Staff of other local authorities, public service agencies, parents/family of young people in residential care, members of the public.

Responsibilities

The postholder must -

- (i) Ensure that the Council's Statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is provided.

- (iv) Perform his/her duties in accordance with the Relevant legislation & guidance for residential childcare

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and open

Be aware of and apply these behaviours at all times.

Principal Duties

1. To operate within the spirit and framework of the Children Act 1989 and strive to achieve the professional standards outlined for residential care in the 'Guidance and Regulations' document Vol 5 and the legislation governing children's homes.
2. To assist in providing a safe, secure and accepting environment for children and young people, appropriate to their age, understanding and identified needs.
3. To participate in the assessment of each child's/young person's needs and regular reviewing individual care plans/programmes.
4. To receive children/young people admitted to the residential home in a sensitive/caring manner and to ensure individuals have an appropriate understanding of the background of their admission into care.
5. To assist in developing and maintaining good relationships with parents/carers and wider family members of the young people placed within the home.
6. To ensure that the wishes and feelings of children/people are taken into account in all matters relating to their daily care, appropriate to their age and understanding.
7. To respect and promote the needs of each child/young person arising from his/her racial, cultural and religious background and to attend religious services, cultural festivals where appropriate.
8. To maintain appropriate records on each child/young person and prepare written reports as required by Service practice.
9. To operate within a team framework, to attend staff meetings and other Service meetings as and when required.
10. To actively oppose discriminatory practices in relation to colleagues/young people whether based on race, religion, gender, disability or sexual orientation.
11. To encourage individuals to accept responsibility for their self-care, personal growth and development appropriate to their age. To ensure that good health is promoted and that the health needs of young people are identified and services provided to meet these needs.
12. To administer medication to service users in accordance with service procedures.
13. To liaise and work effectively with colleagues, other agencies and service users in the interests of young people looked after.

14. To actively prepare and support young people to leave care enabling them to either return home or move on as appropriate.
15. To ensure the welfare of young people is promoted, that they are protected from abuse and that an appropriate response is made to any allegation or suspicion of abuse or bullying.
16. To encourage and motivate young people to develop outside interests and leisure activities.
17. To work as part of a rota, including regular sleep-in duties, weekends and evenings as required (these arrangements may be subject to change at short notice). To work a flexible rota to take account of varying demands made upon different homes and at different times.

Secondary Duties

1. To help maintain a stimulating environment, assist in the maintenance of the fabric of the building both internal and external and carry out light domestic duties as required.
2. To participate in in-service training and staff development as required (including access to Diploma opportunities).
3. To organise and take part in activities inside and outside the home as appropriate.
4. To comply with formal supervision arrangements.
5. To be aware of and respond to fire, health and safety issues whilst at work, during the day and night. If sleeping in to undertake nightly fire and security checks.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Service Director (or nominated representative from time to time in consultation with the postholder and if he/she wishes, with his/her Trade Union representative)

Job Description prepared by	<u>Sue Sloan</u>	Date	<u>July 2016</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Chief Officer	<u></u>	Date	<u></u>

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Residential Child Care Worker
Section :	Residential Children's Homes	Post Number :	
Job Ref:		Grade:	Grade 6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to work on a rota/shift basis?	E	AF/I
2 Are you Able to be flexible over rostered hours, to take account of particular problems (e.g. staffing, behaviour of residents)	E	AF/I
3 Are you willing to Sleep in as and when required?	E	AF/I
4 Are you physically able and fit enough to move about easily around the home, move furniture, belongings and if necessary restrain young people.	E	AF
(b) Qualification and Experience		
1 Are you at least 21 years of age in line with National Minimum Care Standards.	E	AF
2 Please give details of previous paid or voluntary work with young people.	E	AF/I
3 Do you have Level 3 Diploma in Children & Young people's workforce, or are prepared to work towards and complete within 12 months of commencing employment (for those employed on the Casual Register it is an essential requirement that they hold this qualification prior to commencing)	D	AF/I
(c) Skills and Knowledge		
1 Tell us about your Ability to analyse problems and think things through.	E	AF/I
2 Please demonstrate your ability to observe and record young people's behaviour in a clear concise fashion.	E	AF/I
3 What is your experience of working in challenging situations?	E	I
4 Please give details of your ability to work with other team members and other colleagues in a collaborative, supportive way.	E	AF/I
5 Please give examples of your ability to communicate effectively with young people.	E	AF/I
6 Tell us about your ability to be flexible, approachable and	E	AF/I

	responsive to change.		
7	What is your knowledge and understanding of the needs of young people growing up.	E	AF/I
8	Please give details of your ability to effectively use I.T software packages, including use of Microsoft Office, Windows, the Internet and Email	E	AF/I
(d) Behaviours and Values			
1	Approach the job at all times using the values set out below: • Proud • Passionate • Pioneering and open Please confirm you are willing to adhere to these values and behaviours.	E	AF/I