



Bridging the Gap

Job Description

SENIOR RESIDENTIAL WORKER
Reports to: Registered Manager

Salary Scale:

£9 to £10 per hour, £35 for sleep in, £25 On Call

Hours of Work:

40 hours a week,

Sleep ins as per published rotas

7 days On call per month



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THE POST

Main Purpose of the Role;

- 1) To support, assist the Home's Registered Manager as part of a team, ensuring the smooth running of the Home.
- 2) To carry out duties in line with our organisation's policies and procedures including equal opportunities by providing a safe, warm and supportive environment for our young people.
- 3) To offer a comprehensive residential service to children and young people, the aim being to ensure the physical, social and emotional care and development of the young people and their Home.
- 4) To maintain the development of positive childcare practice in keeping with the aims and objectives of our organisation.

KEY RESPONSIBILITIES

- 1) To undertake administrative duties as required such as logbook, daily information sheets, incident and accident logs etc.
- 2) To deal with telephone enquiries and forwarding these on to a more senior person on duty if necessary.
- 3) To maintain case file records, including assessment plans details, decisions, visits and their implementation and evaluation of action regarding the care plan.
- 4) To report all matters of concern to the Home Manager and assist the Home Manager with On Call Rota
- 5) To maintain a regular system of recording of each young person's information and to be involved in the implementation of care plans as well as to assist in the provision of reports when required.
- 6) Reporting missing persons to the police, responsible local authority and those with parental responsibility including reporting missing persons returned.
- 7) Assisting and supporting the Home Manager in ensuring the smooth operation and maintenance of the home including maintaining good recording systems.
- 8) To physically intervene if a young person's behaviour is dangerous to others or themselves, in accordance with procedural guidance of the Home and relevant legislation.



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ADDITIONAL RESPONSIBILITIES

- a) To be aware of fire prevention regulations and be practised in fire drills.
- b) Ensuring logs, records and young persons' files are updated as required and that all entries are of enough quality with no ambiguity or inappropriateness.
- c) To comply with company rules, policies, procedures and practices of the organisation and Home and to respond effectively to emergencies which may arise within the establishment.
- d) To carry out training as and when required.
- e) To mentor and aid residential support workers and to carry out supervisions when required.
- f) To assist with the induction of new staff into the Home and the daily duties of the Home.
- g) To attend and assist with organising staff meetings and young persons' meetings.
- h) To assist the Home Manager in staffing matters as required and to provide guidance and assistance to staff in general.
- i) Assisting in Team Building sessions.
- j) To accept responsibility for monies as may be required in the carrying out of necessary duties.
- k) To be available on an on-call basis to cover staff at shortfalls and or operational emergencies.
- l) To ensure young people are safeguarded from harm and that staff are guided and supported in that task.
- m) To respond to reports of concern in relation to safeguarding issues and ensure all reports are brought to the attention of the Home Manager before they are sent out.

HOUSEHOLD DUTIES

- 1) To provide and maintain a high standard of cleanliness, including all communal areas to ensure they are tidy and safe.
- 2) To carry out household duties including shopping, cleaning, cooking, washing.

TEAM WORK

- 1) To be part of the Team and be involved in the planning and organisation of the Home, which is the living environment of each young person.
- 2) To attend staff meetings.
- 3) To demonstrate sensitivity and appropriate assertiveness, whilst working in a pressured environment with groups of diverse young people and staff.
- 4) To be a positive role model for colleagues and young people.

To foster and encourage, whenever appropriate, contact between young people and their families.



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TRAINING

- 1) Must have Diploma Level 3 or QCF Level 3 in Health and Social Care with Children and above
- 2) Minimum 2 years' experience in Residential setting with Children
- 3) A commitment to undertaking paid training as required for the proper and full conduct of duties.
- 4) On the job training and assistance will be provided as well as in-house and external courses and training days.
- 5) Willing to study towards any higher qualification as deemed necessary by our organisation or as set by government legislation for individuals carrying out childcare.

OTHER DUTIES

- a) To work in other places as may be required from time to time.
- b) To undertake sleep-in duties as required.
- c) To undertake on-call duties as and when requested.
- d) To attend and participate in training sessions as and when provided.

SPECIFIC ACCOUNTABILITIES

1. Develop and sustain effective working relationships between workers and the local community, colleagues and other agencies so as to promote collaborative working and partnerships.
2. Assist the Home Manager in the development of the team and individuals to enhance their performance by assisting with the provision of supervision, support, training and appraisal where required.
3. Contribute to the effective and efficient use of the physical and financial resources.
4. Contribute to the effective management of information which promotes communication between people, the organisation and others and which assists with making informed decisions. To receive, transmit, store and retrieve information in line with good practice and organisational policy and procedure.
5. Contribute to improvements at work, including the planning, co-ordination and implementation of specific projects and the development of policies, procedures and implementation of quality assurance systems.
6. Establish, sustain, engage and be able to disengage from relationships with service users and their families.
7. Contribute to the effective physical, social and emotional environment for group care which provides a safe, nurturing and stimulating environment in which children and their families can be offered the support, care and guidance they need.
8. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.



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KEY ACCOUNTABILITIES

- 1) To be accountable for and promote equal opportunities, diversity and community cohesion to meet the homes objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- 2) To develop your own skills and expertise in a professional manner.
- 3) In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the home.
- 4) To represent the home in a professional manner meeting the home's aims.
- 5) Where requested, to assist with the recruitment and performance management of designated staff and individuals in accordance with the homes aims and management style.
- 6) To actively promote a commitment to safeguarding and promoting the welfare of children, young people at a level appropriate to this role and setting.
- 7) Employees must comply with health and safety legislation and will be required to comply with the homes Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- 8) To be responsible for adhering to legislative requirements and the homes Policies and Procedures.

N.B. This list is not exhaustive. The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time....