Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Residential Workers	**Grade**: Scale 5
Section: Oakdene	**Directorate:** Children's Services Department
Responsible to following manager: Registered Manager	**Responsible for following staff:** N/A
Post Number/s: C3203, C3208, C3209, C3204(P/T)	**Last review date:**

Working for the Richmond and Wandsworth Better Service Partnership

This role is employed under the Richmond and Wandsworth Better Service Partnership. The overall purpose of Richmond and Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond and Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To work with children and their families who use the respite service and long stay service ensuring high standards of care and contributing to development of the services.

Specific Duties and Responsibilities

1. To help in the organisation and carry out the duties of the service.

   The main components of the service will consist of:
   - A respite service able to take up to 9 young people;
   - A long stay service for 4 young people.

Sensitivity: Official

2. The post holder will be expected to fulfil a range of responsibilities, subject to skills and experience these will include:

• taking Keyworker responsibility for children in residence;
• developing programmes and creates warm stimulating experiences for children in residence; For example, out of service activities such as holidays.
• planning, preparing and facilitating group work with a range of users;
• preparing and carrying out agreed plans.

3. To participate in discussions concerning the development of the Service.

4. To undertake responsibility for certain allocated tasks e.g. food ordering

5. To attend review meetings and to prepare the appropriate reports

6. To participate in weekly staff meetings

7. To assist in maintaining high standards of work and good staff relationships.

8. To assist in budgeting, care of building, catering and administration as directed by the management or other senior staff.

9. To participate in regular supervision.

10. To undertake tube feeding, administering of medication and any other medical procedure required.

11. To shift lead as required.

12. To contribute to ideas about ways to meet the needs of users referred by the Disabled Children Team.

13. Co-operate with systems monitoring the work of the Services.

14. To work to ensure good relationships with parents and referring social workers.

15. To participate in Departmental training as appropriate.

16. To ensure the Council's equal opportunity policy is put into practice in management and service delivery.

17. To undertake other duties as may from time to time be allocated.

Sensitivity: Official

Specific Duties and Responsibilities

1. Evening, weekend and 'sleep in' duties on a rota basis.

2. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role within the Council.

3. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

4. Responsible for adherence to the Council's Equal Opportunities policies in respect of both the staff and delivery of services to the public.

5. Responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the Council and departmental safety arrangements, policies and codes.

6. Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond and Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Sensitivity: Official

Team structure

1 Registered Manager
2 x Assistant Team managers
3 x Senior Residential Workers
18 day and night Residential Workers
2 x cooks
3 x domestics

Sensitivity: Official

Person Specification

Job Title: Residential Workers	**Grade**: Scale 5
Section: Oakdene	**Directorate:** Children's Services Department
Responsible to following manager: Registered Manager	**Responsible for following staff:** N/A
Post Number/s: C3203, C3208, C3209, C3204(P/T)	**Last review date:**

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
1. Basic knowledge of issues underlying child protection work	**X**		**A,I**
2. Working with troubled young people who exhibit challenge behaviours.		**X**	**A,I**
3. An understanding of the need for A) Council race policy on service delivery; and B) Commitment to equal opportunities on employment (covering race, gender and disability).	**X**		**A,I**

Sensitivity: Official

4. A general understanding of safeguarding vulnerable adults and young people and its relevance to the service area, if appropriate and a willingness to attend training as required.	**X**		**A,I**
Experience	**Essential**	**Desirable**	**Assessed**
1. Recent experience of working in a child care environment, alongside other professionals and in partnership with families, thereby showing an understanding of the importance of effective communication within the network		**X**	**A,I**
2. Experience of keeping written records, contributing to meetings and writing complex reports	**X**		**A,I**
3. Experience of working without close supervision and using one's own initiative	**X**		**A,I**
4. Experience of administering medication as well as additional training in any new medical procedures as they arise		**X**	**A,I,T**
5. Experience of working flexible hours, shifts, sleep in duties as well as covering bank holidays.	**X**		**A,I**
Skills	**Essential**	**Desirable**	**Assessed**
1. Ability to express observations and assessments of service users, both verbally and in writing, in a clear and objective way for consideration in care plans and reviews.	**X**		**A,I,T**
2. Understanding of the importance of difference among a staff team and demonstrating the ability to work as part of that team		**X**	**A,I**
3. Demonstrate an understanding of supervision and ability to reflect on own practice		**X**	**A,I**
4. Skills in working in challenging and stressful situations.	**X**		**A,I**
5. An awareness of the importance of providing a safe and stimulating environment.	**X**		**A,I**
6. Ability to improve the opportunities for young people within the community i.e. accompanying children on holidays and community inclusion.		**X**	**A,I**
7. Demonstrate physical fitness.	**X**		**A,I**
8. Basic Word processing and keyboard skills.		**X**	**A,I**
Qualifications	**Essential**	**Desirable**	**Assessed**
1. Level 3 Diploma in Childcare or equivalent. In the process of undertaking such training		**X**	**A,C**

Sensitivity: Official

A – Application form / CV
I – Interview
T – Test
C - Certificate

Sensitivity: Official