

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Senior Residential Worker | Grade: Scale 6 |
| Section: Oakdene | Directorate: Education & Social Services |
| Responsible to following manager: Centre Manager | Responsible for following staff: Residential Care Workers |
| S2209 | Last review date: March 2020 |

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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, young people and their families who use both the short breaks and long stay unit ensuring high standards of care and contributing to development of the units.

To help in the organisation and carry out the duties of the Unit. To share in the management, development and work of the Unit and be responsible in the absence of the Manager and Deputy for staff on duty

Specific Duties and Responsibilities

1. To assist in the organisation and development of staff to meet the aims of the unit.
2. To deputise in the absence of more senior staff.

3. To supervise staff as delegated by the Manager, subject to skills and experience.
4. To undertake responsibility for certain allocated administration tasks.
5. To participate in weekly staff meetings and attend case conferences as and when required.
6. To attend reviews, planning meetings and child protection conferences and to prepare appropriate reports for these.
7. To lead shifts, support shift leaders and monitor good practice.
8. To assist in maintaining high standards of work and good staff relationships.
9. To assist in budgeting, care of the building, catering and administration as directed by the Manager or Deputy.
10. To participate in regular supervision.
11. To undertake tube feeding, administering of medication and any other medical procedure required.

Generic Duties and Responsibilities

1. 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.
2. 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.
3. Responsible for adherence to the Council's Equal Opportunities policies in respect of both the staff and delivery of services to the public
4. 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.
5. Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.