

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Residential Workers	<b>Grade:</b> Scale 5
<b>Section:</b> Oakdene Residential Unit	<b>Directorate:</b> Children's Services Department
<b>Responsible to following manager:</b> Centre Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> S2207/S2210	<b>Last review date:</b> February 2019

#### 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 and their families who use the respite unit and long stay unit ensuring high standards of care and contributing to development of the Units.

#### Specific Duties and Responsibilities

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

The main components of the Unit will consist of:

- A respite unit able to take up to 9 young people;
  - A long stay unit for 4 young people.
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 unit 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 Unit.
  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 Units.
  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.

### **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.

#### **Additional Information**

## Person Specification

<b>Job Title:</b> Residential Worker	<b>Grade:</b> Scale 5
<b>Section:</b> Oakdene Residential Unit	<b>Directorate:</b> Children's Services Department
<b>Responsible to:</b> Centre Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> S2207/S2210	<b>Last Review Date:</b> February 2019

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
1. Basic knowledge of issues underlying child protection work.	A, I
2. Working with troubled young people who exhibit challenge behaviours.	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).	A, I
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.	A, I

<b>Experience</b>	
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.	<b>A, I</b>
2. Experience of keeping written records, contributing to meetings and writing complex reports.	<b>A, I</b>
3. Experience of working without close supervision and using one's own initiative	<b>A, I</b>
4. Experience of administering medication as well as additional training in any new medical procedures as they arise.	<b>A, I</b>
5. Experience of working flexible hours, shifts, sleep in duties as well as covering bank holidays.	<b>A, I</b>
<b>Skills</b>	
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.	<b>A, I</b>
2. Understanding of the importance of difference among a staff team and demonstrating the ability to work as part of that team.	<b>A, I</b>
3. Demonstrate an understanding of supervision and ability to reflect on own practice.	<b>A, I</b>
4. Skills in working in challenging and stressful situations.	<b>A, I</b>
5. An awareness of the importance of providing a safe and stimulating environment.	<b>A, I</b>
6. Ability to improve the opportunities for young people within the community i.e. accompanying children on holidays and community inclusion.	<b>A, I</b>
7. Demonstrate physical fitness.	<b>A, I</b>
8. Basic Word processing and keyboard skills.	<b>A, C, I</b>
<b>Qualifications</b>	
1. Level 3 Diploma in Childcare or equivalent. In the process of undertaking such training.	<b>A, C, I</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**