

## **JOB DESCRIPTION**

### **SENIOR RESIDENTIAL CARE WORKER**

<b>CONTRACT TERM:</b>	<b>Permanent position based in Elland</b>
<b>SALARY:</b>	<b>NJC pt. 21 to 26 (£30,825 to £34,834) Plus shift allowance</b>
<b>CONTRACT TYPE:</b>	<b>Full-Time Permanent (to include weekends, evenings and sleep-in shifts and bank holidays)</b>
<b>RESPONSIBLE TO:</b>	<b>Line Manager/Registered Manager</b>

#### **Safeguarding**

Boothroyd House has an effective safeguarding and child protection policy which provides clear direction to staff and others about expected codes of behavior in dealing with safeguarding issues. Boothroyd House expects all staff to be committed to the development of good practice and sound procedures. Any concerns and referrals are handled sensitively, professionally, and in ways which support the needs of children.

#### **PURPOSE OF JOB:**

We believe passionately in ensuring our care practitioners have the skills and knowledge to be able to authoritatively parent our children within our service. Through working within our Model of Care – Pillars of Parenting – we focus on each child’s individual strengths to support them to develop and achieve positive outcomes.

The key function of this role is to work directly with children and young people to safeguard and support their positive development. It requires a child centred approach and an ability to build warm, positive, and strong relationships with our children and key safeguarding partners. You will support team development through mentoring and providing reflective supervision to both lead and enable yourself and colleagues to be positive role models supporting children's aspirations, development and attainment.

As part of your parenting role, you will attend to individual personal needs (which may include intimate care involving toileting and washing etc.) considering the child’s welfare, autonomy, dignity, privacy and respect at all times, looking holistically at their social, emotional, health, hygiene, first-aid, medical and overall safeguarding requirements.

You will take an active part in Pillars of Parenting Consultations and reflective supervision sessions to develop your own practice in accordance with The Smith Foundation’s Policy and Procedures.

To embrace and support Boothroyd House Pillars of Parenting, a Quality of Life and Positive Behaviour Support ethos which exists throughout your role.

To have a positive attitude and mind-set, embracing the positive physical and mental health and wellbeing ethos. This includes role modelling self-care and reflection.

To promote and celebrate diversity, collaboration, and equality in Boothroyd House at all times.

## **DUTIES AND RESPONSIBILITIES:**

### **What does the role involve?**

- Managing performance of staff in partnership with the Manager/Deputy Manager.
- Ensuring that the home meets the needs of individual residents (including emotional, physical, educational, and spiritual needs) and assist children and young people to develop life and social skills and age-appropriate, and ability independence.
- Leading on the assessment and development of individual care and placement plans in conjunction with managers and other professionals.
- Organising and participating in meetings related to the service.
- Managing the behaviour of individual and groups of residents, as appropriate and by following individual behaviour management plans.
- Ensuring that staff follow correct local and national policies and procedures to ensure the health & safety and security for everyone residing and working at the home. Health and safety monitoring of the building.
- Writing reports and data recording.
- Maintaining awareness of and complying with The Smith Foundation's and Boothroyd House's procedures and policies. Applying them to everyday work to ensure the service meets its legal and statutory obligations.
- Allocating tasks and ensuring sufficient team cover to provide service delivery.
- Achieving individual and team objectives, supported by the Registered Manager/Deputy Manager.
- Assessing situations and risks to determine appropriate control measures. Deciding on further action if required in conjunction with other Senior colleagues.
- Assisting with the investigation and resolution of complaints.
- Providing key primary care tasks (when required), such as cooking meals, shopping with children and young people, daily cleaning tasks/laundry, driving children and young people to appointments, family time etc.
- Administering and recording medication in line with Boothroyd House's policy and procedures.

### **What do we need from you?**

- Level 4 in Health & Social Care or NVQ Level 3 Diploma in Children & Young People's Workforce qualification or relevant specialism (any other relevant training or qualifications would be desirable).
- At least 2 years' experience within Residential Childcare and working alongside young people.
- Have a proven track record in supervising and managing people.
- Be able to demonstrate experience of acting ethically, with integrity and empathy as well as commitment to working towards these values.
- To be passionate in motivating, inspiring and safeguarding young people and the team members in their care.
- Embrace and support Boothroyd House's Quality of Life and Positive Behaviour Support ethos.
- Ensure that Quality of Life underpins all work with children & young people/families and fellow colleagues.
- Have the ability to develop positive and sustainable relationships with children and young people.
- Be an outstanding practitioner able to provide stimulating recreational opportunities.
- To act as a role model, be able to empower, motivate and provide a high level of support for the team and young people.

- Be a creative and reflective individual who inspires confidence in meeting the needs of our young people.
- To be highly motivated and able to contribute to collaborative working with colleagues and wider partners.
- Be able to demonstrate resilience, motivation and commitment.
- Have a positive attitude and mind-set, embracing the positive physical and mental health and wellbeing ethos. This includes role modelling self-care and reflection as part of our wider strategy.
- Have the ability to promote and celebrate diversity, collaboration, and equality at all times.
- Be honest and act with integrity, be trustworthy and understand the need for confidentiality.
- Considerable knowledge and recent experience of working effectively in similar field with young people.
- Good working knowledge and experience of practical application of Quality Standards and Regulations, and relevant legislation within a social care setting.
- Excellent problem-solving skills with the ability to demonstrate a flexible approach and advise practical and safe solutions.
- Good knowledge and experience of physical, social and emotional needs of children and how they can be assessed and met.
- Ability to assess and manage risks.
- Ability to undertake moving and handling, and behaviour management strategies, including training and use of Team Teach.
- Ability to plan and organise staffing and allocate/delegate tasks to manage work effectively.
- Awareness of the effects of change and ability to support staff and children and young people experiencing this.
- To be highly motivated and able to contribute to collaborative working with colleagues and wider partners.
- Possess an articulate, open manner with an ability to communicate clearly.
- Demonstrate good listening, observation and report writing skills.
- Good IT and administrative skills. Experience and ability to use relevant software effectively
- The role involves shift work, which may be an early, late or weekend shift, requiring to work bank holidays also. As such, you will need to be flexible.

## **WORKING CONDITIONS**

**The following section provides an outline of the working conditions that may be encountered in this role**

- Lifting objects or people (up to 6 – 10 kg, weekly).
- Display Screen Equipment User.
- Direct supervision of children.
- Lone working.
- Verbal/physical aggression from children and young people.
- Physical Behaviour Management Techniques (Team Teach).
- Rotating shifts and sleep-ins (including evening, weekend, and bank holiday working).
- Food handling.
- Biological hazards - Human blood or human bodily fluid such as First Aid and waste.

**Policy and Procedures:**

- To maintain knowledge of the Children’s Act 1989, the revised Children's Home Regulations 2015, Working together 2020 and the Quality Care Standards.
- To maintain an up to-date knowledge of Child Care Legislation and developments in Child Care practice.
- To maintain a knowledge of Boothroyd House’s provision and responsibilities.
- To work within the framework of the Statement of Purpose and Function of Boothroyd House and in accordance with the Home’s procedures.
- To manage and record all petty cash transactions in accordance with Boothroyd House’s procedures, and Financial Regulations.
- To record in the young person’s file, and report verbally when appropriate, to the Registered Manager, or other senior member of staff, any significant events concerning the welfare of the young people.
- To record relevant information on a young person’s case file and ensure that such information is shared with the young person (as appropriate), in accordance with Boothroyd House’s Access to Records policy.
- To ensure that a high standard of recording is maintained in relation to case recording, report writing or any other written material.
- To ensure confidentiality of information in relation to the young people and their families.
- To take on specific areas of responsibility as delegated by the Registered Manager/Deputy Manager e.g. linking with local youth services.
- To implement The Smith Foundation’s Health and Safety policies and to ensure that young people are aware of the policies and practice as applicable to Boothroyd House.
- To ensure the security of all stocks, equipment, and cash, and to report all losses to the registered and Deputy Manager.
- To maintain competence in the use of Information Technology.

**Other Specific Duties:**

- To participate in Boothroyd House’s programme of performance management.
- To attend meetings, training courses and learning and development days (as appropriate) in order to carry out duties.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of Boothroyd House.

**Signed .....**

**Date .....**

**Senior Residential Care Worker**

**Signed .....**

**Date .....**

**Ian Perrow, Registered Manager**