



RESIDENTIAL CHILDCARE WORKER JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of Family Care Group' residential service in a manner that maximises the children's and young people's life chances. To participate with other team members in planning and maintaining a living environment which is conducive to the well-being of service users living in the establishment. To ensure the Company's commitment to the safeguarding of children and young people is upheld and any areas of concern are reported immediately to the appropriate person.

GENERAL RESPONSIBILITIES

As instructed by Head of Residential to work when requested in assisting with all duties in connection with the safe day to day running of the home. Working with the staff team to implement Family Care Group policies and to ensure the highest quality of care is delivered to the children within our care. To work wherever requested in carrying out the above and to always comply with the published policies and procedures of the Family Care Group.

To ensure the Company's commitment to the safeguarding of children and young people is upheld and any areas of concern are reported immediately to the appropriate person.

MAIN DUTIES AND RESPONSIBILITIES

1. To contribute to the Care Planning process of children cared for by Family Care Group by:
 - Attending and preparing for children's conferences, reviews, planning, core group and other meetings in connection with children placed with the company
 - Maintaining children's records accurately and within agreed time-scales
 - Undertaking Key Worker responsibilities conscientiously and in accordance with agreed time-scales
2. To attend and contribute to your supervision sessions and appraisal processes.
3. To represent the company when called upon to do so by exhibiting the highest professional standards.
4. To participate in training programmes and individual training courses.
5. Undertaking "sleep-in" duties in accordance with the home's rota.
6. Contributing to the creation of an environment in which children are afforded high material standards in relation to their physical needs. In so doing you will consider their individual needs taking into account their ability, gender, ethnicity, religious persuasion and cultural background.



7. Contributing to the creation and maintenance of effective communication systems within the children's home and between the children's home and other parts of the organisation, outside agencies and children's families (when this is in accordance with the child's care plan).
8. To participate and contribute to the collation and preparation of Assessment and Action Records (when this is in accordance with the child's care plan).
9. To maintain all records in accordance with company policy, regulations and statutory requirements
10. To maintain and respect the requirement for absolute confidentiality in relation to the performance of all of your duties and the information that you glean there from.
11. To undertake any other duties as required by the contingencies of the service or as instructed by your Line Manager.
12. To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
13. To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason.
14. To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.



RESIDENTIAL CHILDCARE WORKER PERSON SPECIFICATION

Personal Attributes Required	Essential (E)/ Desirable (D)	How Measured - Application (A) Interview (I) Evidence (E) Reference (R)
<u>Qualification(s)</u>		
NVQ 3 in Level 3 NVQ Health and Social Care (Children and Young People), Level 3 Diploma for the Children and Young People's Workforce or equivalent	D	A, E
Sport or activity leadership	D	A, E
Qualification in outdoor pursuits/activities	D	A, E
<u>Experience</u>		
Experience of working with children in a paid or voluntary capacity	E	A, R, I
Experience of working in a children's residential setting	E	A, R
Experience of Family Placement Services	D	A, I
<u>Knowledge/Skills/Abilities</u>		
Commitment to equal opportunities and anti-discriminatory practice	E	A, I
Excellent communication skills	E	A, I
Ability to work as part of a team	E	A, I, R
Ability to write clear and accurate reports	E	A, I, R
Ability to understand and work in partnership in the best interests of children	E	A, I
Negotiating skills	E	A, R
Ability to make and develop professional relationships with children, their families and a range of professional colleagues	E	A, I, R
Knowledge and ability to undertake keyworker role	E	A, I, R
Ability to work as part of a team	E	A, I
Children Act 1989 and associated Regulations and Guidance	D	A, I
Knowledge of the key stages of child development	D	A, I
Working with and understanding children who exhibit challenging behaviours and/or learning disabilities	D	A, I
<u>Other</u>		
Full driving licence	E	A, E
Willingness to work in a flexible way	E	A, I
Commitment to personal and staff development	E	A, I
Evidence that shows you have a right to work in the United Kingdom.	E	A, I, E
If you are not a British Citizen or you have spent a significant period of time living or working abroad you will also need to bring to the interview a 'Certificate of Good Conduct' or a 'Police Certificate' from the relevant country.	E	A, I, E