

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Residential Child Care Worker |
| HBC Grade: | **HBC 5** |
| Service: | **Inglefield** |
| Division: | **Children In Care Services** |

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| **Main Purpose of the Role** |
| Work as part of a team, promoting emotional, social and physical care to children and young people who are accommodated at the home. |

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| **Key Duties** | |
| **1** | Provide emotional and physical/medical care for children/young people accommodated in the home.   1. Direct involvement in fulfilling the emotional, physical, education and welfare needs of children/young people accommodated at the home. 2. Enable the fulfilment of material and domestic needs of children/young people accommodated at the home. 3. Providing supervision of children/young people accommodated at the home. 4. Attending meetings and Child Care reviews in respect of the children/young people accommodated at the home, ensuring their wishes and views are taken into consideration. 5. Value diversity by promoting the racial, ethnic, cultural, religious, linguistic, health, gender and general wellbeing needs of the children/young people. |
| **2** | Directly working with children in groups and one to one situations by:   1. Observing and recording behaviour to enable the preparation of reports for meetings. 2. Providing a key worker role, in accordance with the child/young person’s care plan. 3. Involvements in informal group work with the children, young people and their families where appropriate. 4. Planning, preparation, delivery and participation in activities for children/young people in the home to include education and leisure interests. 5. Providing reports, recording events and contributing to the maintenance of children and young people’s case files. 6. Involvement in domestic chores within the home. This will include washing, preparation of meals, shopping and cleaning in the home. |
| **3** | Working closely with colleagues within the home and developing and maintaining positive working relationships with colleagues and other departments/agencies. |
| **4** | Involvement in programmes of training and continuous professional development.   1. Using supervision, team meetings and children’s seminars as a forum for professional development. 2. Attending and participating in relevant training courses. |
| **5** | Work on a rota basis, which includes working weekends, bank holidays, evenings and sleeping in duties. |
| **6** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| GCSE English or equivalent qualification, or the ability to demonstrate experience achieving this level.  NVQ Level III in working with Children and young people |  | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** |
| **ESSENTIAL** | Working within a childcare setting. | Knowledge and understanding of child development. | Interpersonal skills | Application / Interview / Reference |
|  | Knowledge and understanding of safeguarding issues | Written and verbal communication skills. | Application / Interview / Reference |
|  | Knowledge of the role that partner agencies have in promoting the welfare of children and young people. | Motivation skills. | Application / Interview / Reference |
|  | Knowledge of the importance of culture and sense of identity. | Ability to relate to young people positively. |  |
|  | Knowledge and understanding of equal opportunities and a commitment to challenge discrimination. | Ability to use own initiative. |  |
|  | Knowledge and understanding of confidentiality. | Ability to work calmly under pressure. |  |
|  |  | Ability to think rationally and quickly. | Application / Interview / Reference |
|  |  | Ability to observe, assess and record behaviours. | Application / Interview / Reference |
|  |  | Positive approach towards change. | Application / Interview / Reference |
| **DESIRABLE** | Childcare experience in a residential setting |  | Report writing | Application / Interview / Reference |
| Experience of working in a team setting. |  | Computer skills. | Application / Interview / Reference |
| Experience of working with Children and young people with disabilities. |  |  | Application / Interview / Reference |
| Experience of being a keyworker. |  |  | Application / Interview / Reference |
| Experience of implementing Care Plans. |  |  | Application / Interview / Reference |
| Experience of working with Children and young people with disabilities. |  |  | Application / Interview / Reference |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| C1 effective  The children and young people we work with are living with disabilities and thereby often have limited communication. It is important that staff can communicate effectively with them and other professionals. | The ability to drive a car. | Interview / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **Aug 21** |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.