



Job description	
Job title	Residential Support Worker
Grade	Grade G
Directorate	
Section/team	Children's Social Care/Children with Disabilities
Accountable to	Registered Manager
Responsible for	
Date reviewed	20.3.24

Purpose of the Job

To provide high quality care, and supervision for 1 - 3 children and young people with diagnosis of complex medical and additional support needs who access "The Bungalow". The service provides community support to prevent the need for further residential accommodation. The post holder will need to work in a flexible way to meet the changing needs and demands of Knowsley's Children's services. This may include supporting in other children's services across the borough, working with both disabled children and/or with young people with emotional and behavioural difficulties according to service needs.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To participate in the assessment of children and young people collaboration with social work teams, carers, and other agencies.
- To formulate and contribute to individual care plans and placement plans for children/young people that access the service.
- To monitor and review individual action plans and provide/evidence progress within CIN/EHCP meetings.
- To maintain appropriate records relating to children and young people and their families.



- Work with and advocate for the best interests of children and young people assisting them to contribute and participate in the care planning process, consulting with significant persons in their lives also.
- To provide a safe, nurturing environment ensuring the best possible care and support to our children/young people in conjunction with the principles of safeguarding and child protection.
- To ensure that high quality support and guidance is given to children and young people to address their physical, social, and emotional needs. This includes providing personal and medical care throughout the day, following children/young people's individual care plans.
- Being motivated and confident to work alongside peers to provide a high level of support.
- Respond promptly and efficiently to any need for assistance whilst respecting, at all times, the privacy, dignity and choice of the children/young people.
- To provide support to enable children and young people to be properly accommodated in residential placement or when receiving respite care, in accordance with statutory and departmental regulations.
- To provide a range of individual support to children and young people including within family homes or within community resources, as appropriate.
- To represent the interests of children and young people assisting in their contribution to the care planning process, consulting with parents /guardians as appropriate.
- To compile and present up to date written reports upon request that reflects knowledge of the young person, legislation, policies, and procedures.
- Ability to manage and adhere to policies around emergency procedures such as administering rescue medication.
- Be aware of the complaints and whistle blowing procedures and ensure that young people and parents/carers know how to use them.
- The post holder will be committed to establishing and maintaining relationships with the children/young people whereby they can inspire trust and respect in you thereby creating the foundation to manage any behaviours. This foundation will also allow for effective repair and reflection with the children/young people.



- To actively contribute to each team's overall task of service provision, review and development in line with quality standards
- To participate and contribute to team meetings, training courses, staff development, monthly supervision, appraisals and My time.
- To agree individual targets and continuous professional development plans in consultation with the managers and senior staff.
- To participate in ensuring that the physical environment is maintained to the highest standard possible
- To participate in ensuring that health and safety requirements are met within service provision, taking appropriate action where necessary.
- To comply with the Council's Financial Procedure Rules.
- To comply with the Council's Medication Management policy.
- To keep up to date and attend specific specialist training to support our children/young people
- Take part in mandatory training and vocational courses as required and maintain a level of Continuous professional development.

Health and Safety

- To use equipment as instructed and trained.
- Use specialist equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.
- To follow required health & safety guidance e.g. as per Manual Handling Training/moving and handling of loads of people.
- To ensure that all aspects of care and support provided comply with Health & Social Care standards and the policies and procedures agreed by "The Bungalow" and that reflect best professional practice.
- To ensure all matters of daily health and safety are met by carrying out Health and safety checks, food safety checks and domestic cleaning.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.