



Building a Brighter Future for Young People

## Job Description

**JOB TITLE:** Residential Care Worker

**RESPONSIBLE TO:**

**HOME:**

**GRADE:**

**POST REF NO:**

### **JOB SUMMARY:**

To provide quality residential care to those young people who are placed with Capstone Care Provider through the provision of a range of services and positive interventions. These services will include both direct, preventative work and Semi/independent living skills which may be carried out via outreach or on a residential basis. To ensure that the physical, emotional, religious, educational and psychological needs of young people in our care are being met and facilitate young people's access to appropriate life opportunities that promote the growth of the individual.

### **DUTIES AND RESPONSIBILITIES**

- 1) To work to ensure that the physical, emotional and identified primary care needs of young people are met through the development and maintenance of a supportive and caring environment.
- 2) To establish positive relationships with young people, assessing needs and working jointly in preparation, implementation, delivery and revision of care plans.
- 3) To plan and participate in the formulation, implementation and delivery of care.
- 4) To work minimally one sleep-in duty per week and a maximum of two per week as determined by the Home Manager roster arrangements. (Worker may request to undertake more than two sleep-in per week as deemed appropriate by the Home Manager).
- 5) To work with Young people and their families and carers, individually and in groups, addressing parenting/social skills, personal issues, as a means of enhancing positive relationships.

- 6)** To work to providing a positive, welcoming and stimulating environment for the young people, their families and friends, including carrying out domestic duties as per family home or independent living accommodation requirements, i.e. day to day cooking/food preparation, day to day cleaning of the home (vacuuming, washing pots, dusting, tidy garden etc) and maintaining the overall hygiene and appearance of the home and children's living/sleeping areas i.e. touching up of paint, wiping surfaces etc.
- 7)** With appropriate training/support/supervision, to attend Court, Child Protection Conferences, Planning meetings and Panels and contribute information to reports on young people.
- 8)** To contribute to the home's recording procedures, particularly the maintenance of casework files. To assist in the writing of review reports and other correspondence to a high professional standard as required.
- 9)** To communicate professionally and effectively with young people and families, other staff members/colleagues, professionals from the statutory and voluntary sectors and other agencies.
- 10)** To refer to the appropriate Manager, immediately upon any suspicion, evidence of allegation of concern, especially in relation to incidents of violence or child protection issue, in accordance with Child Protection procedures and Company Policy & Procedures.
- 11)** To be responsible for the Daily Shift Management/Shift Co-ordination as directed by the Home Manager.
- 12)** To assist in the day to day management of the home's Petty Cash Systems in accordance with established Policies and Procedures.
- 13)** To work on specifically assigned tasks or projects (as designated and as appropriate to post and experience) that contribute to the development of the home, as requested by the Home Manager.
- 14)** To assist the Home Manager in ensuring that all staff are kept informed and knowledgeable in relation to recent and current Company Policies and Government Initiatives that relate to the organisation, including ensuring appropriate security and confidentiality of information.
- 15)** To keep updated with developments within the profession including knowledge of Legislation, policy and practice procedures relating to young people within the home.
- 16)** To work in accordance with the relevant requirements for OFSTED Inspectorate and the core values, Policies and Procedures of Capstone Care Provider.

**This is a not a complete statement of all duties and responsibilities. The post holder may be required to undertake any other duties as may be required or become necessary from time to time for effective management and running of the Organisation.**

#### **ORGANISATIONAL RELATIONSHIPS**

- **The Residential Care Worker is accountable to the Registered Home Manager; in the absence of the Home Manager the (RCW) will be accountable to the Deputy Home Manager.**



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<b>Person Specification</b>
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**JOB TITLE: Residential Care Worker**

**POST REF NO:**

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT
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		E	D	I	D	A
<b>1. Qualification</b>	Hold a full Diploma qualification in Caring for Children or equivalent.	Y	Y		Y	
	Ability to lead and coordinate shifts	Y			Y	Y
	Ability to guide and advise other members of staff in a range of areas including childcare practice and care planning.	Y			Y	Y
	Working knowledge of child Protection Policies and Procedures.	Y			Y	Y
	Ability to communicate effectively at all levels and represent the home in a range of forums.	Y		Y		Y
<b>2. Administrative skills</b>	To have appropriate skills to manage and contribute to administrative systems within the home that includes finance and resources.	Y		Y		Y
	To have the ability to assist in delegated tasks that may include staff rota, petty cash, other such administrative duties				Y	
<b>3. Working with Children</b>	Ability to establish effective relationship with Young people and their families, as well as working in partnership and developing positive relationships with professional and other agencies.	Y		Y		
	Understanding the complexities of group living.	Y		Y		Y
	An understanding of Child Development.	Y			Y	Y

	Knowledge and understanding of strategies for managing challenging behavior.	Y		Y		Y
	Good verbal and written communication skills	Y		Y		Y
	Ability to make informed decisions, offer direction and set a good example to others.	Y		Y		Y
	Ability to work on own initiative as part of a team, to meet the needs of young people on an individual and group basis,	Y		Y		Y
	An understanding of the reasons for social conflict and its impact on the young person, their family and society.	Y			Y	Y
	To be competent in managing complex and difficult behaviour patterns presented by young people and are able to demonstrate a range of interventions that are effective in behavioural management.	Y		Y		Y
	Ability to motivate individual or group of young people through social and leisure activities, towards developing personal and social skills.	Y		Y		Y
	To have a sound knowledge base of a range of relevant services organisation available within the community that can offer young people practical advice and support.				Y	
<b>4. Team working</b>	Ability to produce and help others to contribute to the assessment, planning, implementation and monitoring of individual care programmes for young people in key-working or co-key-working capacity.	Y		Y		Y
	Ability to identify own developmental needs in conjunction with supervisor or line manager.	Y			Y	Y
	Ability to demonstrate good parenting and relationship building skills.	Y		Y		
<b>5. Managing diversity</b>	Ability to understand equality issues and knowledge and consideration of meeting the diverse needs of the young people and staff team.	Y		Y		Y
	A knowledge and understanding of working with different cultures including Black and Minority Ethnic groups.				Y	Y
<b>6. Promoting mutual respect and good relations</b>	Experience of handling conflict and managing sensitive issues to achieve positive outcomes.	Y		Y		Y
	To present as a stable and consistent role model for young people, staff and families.	Y		Y		Y

<b>7. Equal Opportunity</b>	Ability to demonstrate anti oppressive practice. To challenge and educate where necessary.	Y		Y		Y
	Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice.	Y		Y		Y
<b>8. Other</b>	Honesty and integrity in personal and practice performance.	Y		Y		Y
	Willingness to work outside normal office hours including working a rota system to include sleep-ins, weekends and bank holidays as requires.	Y		Y		Y
	Willingness to undertake further training and development, in order to enhance service delivery.	Y		Y		Y

**E - Essential**

**DE - Documentary Evidence**

**I - Interview**

**D - Desirable**

**A - Application**