Senior Residential Worker

Grade 8

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

Directorate Purpose and Values

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

**Vision Statement for Families First**

‘To work with partners and families in Staffordshire to enable vulnerable

children and young people to be safe and secure; to promote physical and

emotional well-being and to help them achieve their full potential within

their communities’.

This shared vision has been developed by a range of people involved in and

committed to high quality, strong and effective children and families’

services in Staffordshire. It incorporates views and ideas from managers,

front-line practitioners and service users who will be the key contributors to

making the vision a reality.

**Purpose and values of working with children and families**

Families First works closely with partner organizations and our approach is

built on the firm foundations of an integrated ‘team around the family’. We

facilitate local support and evidence-based intervention for children and

families to prevent needs escalating to a level requiring statutory specialist

services. Where specialist services are needed, we ensure that timely and

effective decisions are made to secure the best outcomes for a child’s

future.

Our staff and services are based in localities to provide easy access to

families and we work with schools and academies, with Police, health

services and a range of other partners through our Local Support Teams to

prevent children, young people and families requiring more intensive

support.

**Our Core Purpose – What we do to help vulnerable children and**

**young people in Staffordshire:**

* Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop

effective and efficient services. We’ll know we have succeeded when we

can provide evidence that we are achieving our core purpose within the

resources available.

* Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children’s needs are best met within their own family and community, where this is safe to do so.

We’ll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

* Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people’s needs and that their views are built into the design and delivery of services from the outset.

We’ll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved, and we can provide evidence of where we have acted on service user feedback.

* Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We’ll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

**Looked After Children’s Service**

The Service’s function is to ensure that all Staffordshire’s Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatizing, stable placements and after care arrangements.

Disability Resources

The Service’s function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities.

Reporting Relationships

Responsible to: Registered Manager

Responsible for: Residential Workers/Residential Night Workers/Residential Support Workers

Key Accountabilities:

1. To play a lead role in the shift planning process and to ensure that this is clearly documented.

2. To assist the Registered Manager in ensuring that residents meetings are facilitated as specified in the Quality Care Standards for Children’s Homes 2015, and to encourage the young people to engage in these meetings. To promote children’s rights at all times and ensure their involvement in the day to day running of the home

3. To provide day to day support and care to young people resident in the home and to oversee key working responsibilities as completed by the key worker.

4. To undertake sleeping in duties as and when required, as part of the requirement for work on a rota basis, covering evenings and weekends.

5. To ensure that the Department’s ‘Whistle Blowing’ policy is fully understood, poor practice is challenged, and staff work with the young person’s best interests in mind at all times

6. To attend and make a positive contribution to staff meetings, training sessions, supervision and My Performance Conversations and with appropriate training and experience, take an active role in the induction, My Performance Conversation and supervision of colleagues.

7. To ensure that any known operational difficulties or significant events in respect to safeguarding young people within the home are made known to the Registered Manager, Children’s Residential Manager and Service Manager, without delay, and to take shared responsibility for the seeking of solutions to the presenting difficulties.

8. To adopt an approach to managing difficult, challenging behaviour consistent with the Department’s physical intervention training programme. This focuses in the first instance on de-escalation techniques, and only uses restraint as a ‘last resort’ measure, as laid down in the Children’s Homes Regulations 2015.

9. To assist the Registered Manager with the maintenance of effective systems for dealing with children’s formal and informal complaints/allegations, and to ensure that those systems at all times comply with Directorate Policies, Procedures and Guidelines, and are consistent with inter agency safeguarding procedures.

10.To be aware of the young people’s individual risk assessments as appropriate, and update accordingly.

11.You may be expected to work in another residential home in order to provide additional support.

12.To take delegated responsibility for the management of the home’s budget as appropriate, in accordance with Financial Regulations and Directorate Procedures. To manage the home’s petty cash, and to directly manage individual personal allowances on behalf of the young people.

13.To hold duty officer responsibilities and undertake the duties as outlined in the Care Standards.

14.To monitor the implementation of Care Plans, Placement Plans, and any other Planning requirement arising from the Quality Standards for Children’s Homes 2015 and Children’s Homes Regulations 2015, for children in the establishment’s care, and to promote increased participation by children and their parents

15. To chair meetings as required and clearly record outcomes.

16.To be IT competent and to establish and maintain appropriate administrative procedures and records within the home, ensuring effective information and communication systems. To maintain accurate records and the completion of documentation as required by Directorate Policy and Procedures, Quality Standards for Children’s Homes 2015 and Children’s Homes Regulations 2015.

17.To actively be involved in the development of the home’s Statement of Purpose and all ongoing development plans relating to the home.

18.To promote effective systems of communication between staff within the home. As part of the management team you will need to demonstrate effective people management skills and to take a significant role in ensuring that each young person’s developmental opportunities are maximised.

19.To assist the Registered Manager and to have specific delegated responsibilities in their absence. To work in partnership with the Children’s Residential Manager to ensure the effective management of the home and ensure that all members of staff undertake their responsibilities within existing and statutory requirements.

20. In conjunction with the Registered Manager, provide an appropriate ‘out of hours’ service of support, guidance and advice to the staff team when available.

21. Take a lead role in the maintenance of a safe working and living environment and to ensure compliance with Health & Safety Standards in accordance with Directorate Policy and Statutory Regulations, including risk assessment management, monitoring, reporting and effecting the necessary remedial action where necessary.

22. As a member of the management team you will be expected to positively promote the learning and development of the staff team. To participate directly in the facilitation of the home’s training and learning requirements.

23. As part of the management team, ensure reviews are held to monitor the progress of young people so that plans are implemented within timescales that meet the young person’s needs. To ensure that monthly summaries are produced and the support of Education and Health and other agencies are promoted ensuring best outcomes.

24. To support the Registered Manager in the maintenance and development of effective multi- agency working arrangements with those relevant to the operation of the home, and to demonstrate commitment to working in partnership with individuals and organisations who are significant to the home’s aims and objectives.

25. With appropriate guidance and supervision, provide an agreed model of direct care which is consistent with the Statement of Purpose of the home, and at all times meets the requirements of individual care plans and standards of care defined within the Children’s homes regulations 2015.

26. To assist the Registered Manager in ensuring that residents meetings are facilitated as specified in the Children’s Homes regulations 2015, and that effective systems for consultation and involvement with those who live at the home are maintained in accordance with the requirements of the Directorate and the Children’s homes regulations 2015, and the promotion of Children’s Rights and their involvement in the day to day running of the home.

27. To undertake flexible and imaginative approaches in offering support to young people as appropriate and consistent with the home’s Statement of Purpose.

28. To assist the Registered Manager with the induction of new staff members and ensure that the process of induction is consistent with the existing and developmental needs of the home, and satisfies the requirements of the Directorate, Quality Standards for Children’s Homes 2015 and Children’s Homes Regulations 2015.

29. To positively engage with staff with the aim of supporting them in carrying out their professional duties and in doing so, encourage them to develop a culture which embraces a reflective model to assist their learning and development.

30. To be a member of the home’s management team and to assist the Registered Manager in establishing effective systems of communication between staff within the home.

31. As a member of the management team you must ensure that the home’s rota provides adequate staffing to ensure that the home can meet the needs of the young people resident.

32. To undertake any other duties and responsibilities as directed by the Registered Manager, or external Line Manager for the home, which are commensurate with the grading of the post, although suitable adjustments will be made in line with the Equality Act 2010.

**Professional Accountabilities:**

Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

**Financial Management**

Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

Participation and contribution in the Personal Performance Review process.

**Equalities**

Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the County Council’s corporate climate change strategy.

**Health and Safety**

Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

**Safeguarding**

To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** NVQ4 in Care e.g DipSW, CQSW, CSS etc,) or willingness to complete within 2 years of appointment.
* NVQ Level 3 in Caring for Children and Young Persons.
* A1 Award, or willingness to complete within 2 years of appointment.
* V1 Award
 | A/IA/IA/I |
| **employer_small** | **Knowledge and Experience*** Minimum of two years working with children in a residential setting.
* Experience of working at a senior level in a residential setting.
* Five years working with Looked After Children.
* Thorough understanding of the regulatory frameworks which are relevant to Residential Child Care and Looked After Children (e.g Quality Standards for Children’s Homes 2015 and Children’s Homes Regulations 2015, Children Act 1989)
* Awareness of relevant inquiry reports and research findings, and how these have informed current attitudes, policy and practice in respect of high quality residential child care.
* Able to demonstrate an understanding of the needs of young persons and an appreciation of the relevant models and frameworks.
* Able to demonstrate an understanding of the principles of Anti-Discriminatory practice, Diversity, and Equal Opportunities in the context of service delivery and employer responsibilities.
* Able to demonstrate an understanding of General Social Care Council – Codes of Practice for Social Care Workers and Employers (2002) and for these to be integrated into all aspects of working practice.
* Able to demonstrate a thorough knowledge and understanding of the Inter Agency Safeguarding Procedures and their implementation to safeguard and protect young people within the home.
 | A/IA/I A/IA/IA/IA/IA/IA/IA/I  |
| **employer_small** | **Skills*** To assist the registered manager and have delegated responsibilities in their absence. To show consistent leadership abilities in order to promote each young person’s individual developmental needs.
* Ability to communicate to a high standard in verbal and written form with children and other professionals.
* Ability to construct and maintain a Rota of working hours for a residential staff team, which satisfies the operational needs of the unit within the budgeting restrictions of the home.
* Experience in the process of the selection, interviewing and recruitment of staff within the framework of Equal Opportunities.
* Ability to manage the induction process for new staff within the Departmental Guidelines and to contribute to the learning, development and training of the staff team.
* Ability to provide Personal Development Plans and supervision in line with the requirements of the Quality Standards for Children’s Homes 2015 and Children’s Homes Regulations 2015.
* Willingness to work in other residential homes in order to provide additional support.
* Ability to instigate and follow the recognised procedures in order to safeguard and protect young people in all circumstances. To ensure that appropriate notification of events are made to the Service Manager and Ofsted when necessary.
* Ability to maintain systems to monitor and control all financial, contractual and budgetary mechanisms as appropriate within the home.
* Ability to monitor the Care Plan of each young person.
* Ability to care and work directly in an effective manner with Looked after Children and promote increased participation by children and their parents.
* Ability to promote and develop positive working relationships with key agencies and individuals relevant to the operation of the home, ensuring that the young person remains central to the planning process.
* Ability to be able to recognise the importance of the complaint process and be able to comply with the necessary procedures to help address the young person’s complaint/allegations, both formal and informal.
* Ability to appropriately challenge any conduct, comment or action which is inconsistent with the values associated with anti-discriminatory practice and the principles of diversity.
* Ability to maintain a safe working environment in compliance with Health and Safety Standards and Regulations, including Risk Assessment Management.
* Ability to manage difficult/challenging behavior consistent with the Department’s Physical Intervention Programme, focusing on de-escalation techniques, and using restraint as a ‘last resort’ measure, as laid down in The Children’s Homes Regulations 2015.

This post is designated as a casual car user | A/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/I |
|  | **Other*** Ability and willingness to work unsociable hours, to be part of a Rota system when required, and to share sleeping in duties.
* Possession of a current and valid driving license.
* To provide ‘out of hours’ support and advice as and when available.
* Commitment to undertake relevant training opportunities as a part of continuing professional development.
* To meet current and future requirements of the Social Care Register as defined by the General Social Care Council.
 | A/IA/IA/IA/IA/I |

****If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job center plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **HRSSC Recruitment Team on 01785 276480**

**Shared Services on 01905 947446**