

JOB DESCRIPTION

JOB TITLE: SENIOR RESIDENTIAL SUPPORT WORKER

RESPONSIBLE TO: REGISTERED MANAGER

GRADE: SRSW

SUPERVISES: SOME SUPERVISORY RESPONSIBILITIES

JOB SUMMARY:

To maintain the development of positive childcare practice in line with the aims and objectives of the company, by providing a safe, warm and supportive environment for all residents. This includes physical, social and emotional care and support for programmes designed to promote the emotional well-being of the children and young people cared for.

To carry out duties in line with Company policies and equal opportunities.

DUTIES AND RESPONSIBILITIES

HOUSEHOLD DUTIES

- 1.1 The delivery of general daily care to Children and young people including as required, meal preparation and supervision, laundry, mending, clothes and food shopping, doctor's visits, cleaning, supervision of social activities, driving escort and collection duties, and assistance with washing and bathing if the residents require this.
- 1.2 The delivery of general assistance and support of children and young people, and where required, family members and significant others. Taking part in rota's which may include night waking duty and undertaking sleeping in duties as required

- 1.3 To provide and maintain high levels of cleanliness, including ensuring all communal areas are safe.

KEY RESPONSIBILITIES

- 2.1 Participation and assistance with Social Workers or other professional staff within the Company. This may also include attendance at meetings concerning children and young people should the Manager view this as appropriate.
- 2.2 Taking particular responsibility for certain residents and liaising with Social Workers, Schools and outside agencies where appropriate.
- 2.3 Assistance with the induction and settling in of new residents. Provision of counselling and support to residents and taking a significant role in the development of programmes for the benefit of residents individually and collectively.
- 2.4 Undertaking on a regular basis, a specific area of Administrative work if required.
- 2.5 Provision of advice and assistance to Residential Support Workers on an informal and formal -ie Supervision - basis. .
- 2.6 To report all matters of concern ie emergencies or unusual events within the home to Management.
- 2.7 When the Manager or Deputy are not available, to act as Senior on duty for the shift and represent, on occasion, the home at professional meetings.
- 2.8 Dealing with telephone enquiries, referring on to Management if necessary
- 2.9 The undertaking of administrative duties as required ie Log Books, contact sheets, accident and incident books etc
- 2.10 To promote and encourage learning by the children and young people on educational activities within the programme of education provided by the Company and education representatives.
- 2.11 To accompany the children and young people on outdoor activities when required
- 2.12 To maintain a regular system of recording in connection with each resident and to be involved in the implementation of care plans and to assist in the provision of reports when required.
- 2.13 Reporting missing persons to the police, responsible local authority and those with parental responsibility; including reporting missing persons returned.
- 2.14 To physically intervene if a resident's behaviour is dangerous to others or to themselves, in accordance with procedural guidance of the establishment and relevant legislation.

- 2.15 To accept responsibility for monies as may be required in the carrying out of necessary duties.
- 2.16 To be aware of fire prevention regulations and be practised in fire drills.

TEAM WORK

- 3.1 To be a member of a team of residential workers and be involved in the planning and organisation of the placement, ie the total living environment of the young person
- 3.2 To attend regular staff meetings as required
- 3.3 To demonstrate appropriate levels of sensitivity and assertiveness, whilst working in a pressurised environment with groups of diverse residents and staff
- 3.4 To provide a positive role model for other colleagues and the children and young people resident.

TRAINING

- 4.1 This position requires a commitment to undertake training as required for the proper and full conduct of duties – including agreed Supervisory training.
- 4.2 On the job training will be provided as well as attendance at various in-house and external courses and training days.
- 4.3 Studying towards the NVQ 3 qualification or any other qualification as deemed necessary by The Company or as set by Government Legislation for individuals carrying out childcare.

OTHER DUTIES

- 5.1 To be available on an on – call basis to cover staff at short falls and / or operational emergencies.
- 5.2 To work in other centres as may be required from time to time

NB This list is not exhaustive

JOB SPECIFICATION FOR SRSW: SEE SEPARATE SHEET

JOB SPECIFICATIONS - SRSW

Skills required to undertake the role:

- Team working
- Communication both written and verbal
- Adaptability to change
- Personal organisation
- Problem solving
- The ability to work unsupervised / supervised.

Essential requirements:

- A good general standard of education and the ability to and willingness to work towards achieving NVQ3 in childcare.
- In addition to the above in house accredited training for the provision of supervision to RSW staff.
- Good communication skills both verbal and written
- Must be able to demonstrate an understanding of the needs of each young person and how to work within team to achieve these
- A genuine interest and caring approach towards working with young people
- Motivation and enthusiasm
- Good team player and have proven reliability, honesty and attendance record
- A full manual driving licence
- Preferred candidates will have an exemplary disciplinary record
- **All candidates will be checked via CRB process - enhanced CRB check is essential.**

Other requirements:

- Due to the specialised nature of this work candidates should be able to demonstrate their understanding of the needs of adolescents particularly those in care.
- Preferred candidates will hold a child care qualification and / or experience of youth work e.g. Young Offenders, befriending, Fostering.
- Applicants must be over 21 years of age.
- **This Document is not an exhaustive list of all duties and responsibilities, and is subject to change in accordance with the needs of the company.**

2007-05-21