# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Residential Childcare Worker

# DEPARTMENT: Children’s services

# LOCATION: Countywide

# GRADE: East Sussex Single Status 7/8 (Progression to Single Status 8 to be dependent upon completion of a relevant professional qualification)

# RESPONSIBLE TO: Registered Homes Manager

# Purpose of the Role:

# To take a lead role in the provision of high quality direct work with extremely vulnerable children in residential care settings, all of whom will feature at tier 4 on the Continuum of Need due to the traumatic nature of their early lives.

# Key tasks:

1. Deliver high quality direct care and support to children and their families/carers in accordance with the Ofsted inspection framework, Children’s Homes Regulations, Quality Standards 2015, and statutory Looked After Child guidance including the Care Planning, Placement and Case Review Regulations 2010.
2. You are responsible for the safeguarding and welfare of the young people in your care as outlined in the above statutory framework. You are responsible for improving young peoples’ outcomes in relation to their health (physical and mental), education, employment, social and transition to adulthood.
3. You will act as a ‘keyworker’ to individual young people and as such will be responsible for preparing, implementing and reviewing individual care plans in accordance with relevant quality standards and statutory requirements. This will require liaison with birth families, social workers and other professionals. Whilst under training you will work under the guidance of a qualified member of staff in delivering key work responsibilities.
4. Take responsibility for welcoming and settling new admissions into residential care; and support transition planning for young people leaving the service.
5. In normal circumstances, qualified staff will lead shifts and assign work as appropriate, ensuring that duties are carried out in accordance with relevant legislative frameworks including safeguarding, health and safety, and departmental policies and procedures.
6. Be creative in order to engage young people in planning and participating in positive activities, individually as well as in groups. This will often require unsupervised lone working and will include taking them on community activities and/or holidays.
7. Contribute to planning and delivery of individual and group work interventions for young people and use therapeutic parenting skills to support young people to learn how to self-regulate when faced with emotional and behavioural challenges.
8. Lead young people to develop independent skills in line with their care plans and departmental protocol.
9. Take a lead responsibility in key areas or projects e.g. sexual health, transport, organisation of recreational and educational activities, health and safety, healthy eating.
10. Work positively with, and safeguard from harm, children and young people, addressing issues of emotional, behavioural and psychological difficulty as a result of childhood experiences, poor mental health, domestic abuse, substance misuse, sexual abuse and learning disability. Undertake risk assessments and risk management strategies. Be prepared to engage in interventions including de-escalation and physical restraint in line with statutory training.
11. Represent the service at child care reviews, safeguarding, multi-disciplinary and other meetings where appropriate, and produce written reports and full and accurate records. Record, report and action observations for care planning and monitoring purposes in line with departmental policy.
12. Supervise the administration of medication and use of specialised equipment. Keep accurate medication records in accordance with departmental policy.
13. To maintain health and safety for self and others in the performance of duties in accordance with the Department’s Health and Safety policies.
14. Participate in a working rota designed to meet the needs of the service and contribute to positive working relationships within the team. Undertake sleeping-in duties on a rota basis when required.
15. To work across settings, including other residential units as required.

**Progression criteria:**

1. Children’s Homes Regulations require all employees in these roles to hold a level 3 qualification in Residential Childcare or equivalent or to obtain the qualification in order to continue to practice. Employees who do not hold this qualification will be appointed on Single Status 7 and will be enrolled on an appropriate training course using the apprenticeship levy funds. During the period the qualification is being obtained employees will receive additional support and oversight of their practice. Once the qualification is completed employees will progress to Single Status 8.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Residential Childcare Worker

# GRADE: East Sussex Single Status 7/8

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Ability to work as part of an integrated childcare team and demonstrate leadership skills. * Ability to engage with children and young people with emotional, behavioural and psychological difficulties as a result of childhood experiences, poor mental health, domestic abuse, substance misuse, sexual abuse and learning disability. * Ability to work in partnership with professionals from other services and to engage with service users’ families. * Effective verbal and written communication skills. * Ability to prioritise own workload. * Ability to use ICT for record keeping and communication including electronic social care records, email, internet and Microsoft Word. |

# Essential education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview |
| * Willingness to undertake level 3 Diploma in Residential Childcare and must complete of qualification within 2 years |

# Desirable education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview |
| * NVQ 2 or equivalent qualification in child or social care. |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Understanding of current Children’s Homes Regulations, Quality Standards 2015, Ofsted inspection framework and statutory LAC guidance including the Care Planning, Placement and Case Review Regulations 2010. * Knowledge and understanding of legislation relating to the care, education, health and development of children and young people including statutory LAC guidance, PEPs and missing protocols. * Up to date knowledge of childcare and child development including attachment, trauma and separation. * Good understanding of health and safety policies and procedures including fire safety, COSHH, food hygiene, risk assessment. * First aid qualified. * Understanding of diversity and equality issues in the provision of the service. |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Sound experience of working with children and young people. |

# Desirable experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Experience of working with adolescent children in a care setting. |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Emotionally resilient and of high personal integrity. * Ability to be mobile across the county and therefore need a full driving licence or be able to demonstrate how you will meet the travel requirements of the post. * Willingness to travel to children’s homes other than designated work base according to the needs of the service. * Ongoing satisfactory DBS record. * Flexible to work the hours necessary to meet the needs of the service. |

# Other desirable criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Minibus driver or willingness to undertake training. |

**Date (drawn up):** April 2021

**Name of Officer(s) drawing up person specifications:** Children’s Residential Services Working Group

**Job Evaluation Reference:** 7721

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |