

# RESIDENTIAL CARE WORKER

## *Job Description*

**LOCATION: Derbyshire**

**REPORTS TO: Registered Manager**

**HOURS OF WORK: 39 hours per week – average hours based on 6-week rota pattern**

### 1. MAIN PURPOSE

- To undertake a key role in ensuring the care and welfare of each child living in the home.
- To work within the Trauma in Mind framework, implementing relevant plans that draw on theories of attachment and child development.
- To raise any concerns with the registered manager as appropriate.

### 2. DUTIES & RESPONSIBILITIES

#### **A. Provide parental care**

- Support the plans for the day such that children are safe and involved throughout.
- Take on the role and activities of a parental figure such as meal preparation, cooking, cleaning, shopping, washing and general maintenance / upkeep of the home.
- Facilitate school drop off and pickups where necessary.
- Encourage hobbies, interests and regular exercise in line with a healthy lifestyle.
- Support attendance at health (and other) appointments.
- Ensure children's bedrooms are tidied and they are supported with upkeep.
- To be available and attuned to the needs of children.
- Form genuine, nurturing and loving relationship with children.
- Offer familiar routines and predictability in relationship with children, as well as clear limits and expectations.
- Adopt an attitude of Playfulness, Acceptance, Curiosity and Empathy.
- Provide connection and correction when supporting behaviour.
- Implement the attitudes and approaches of the Crisis Development Model.
- Draw on knowledge of attachment, child development and trauma to inform and guide approach to care

#### **B. Undertake a key role in day-to-day running of the home**

- Check the communication board / messages / emails at the start of each day (and as required throughout the day).
- Check the calendar and add appointments as necessary.
- Hold the home's mobile phone and house keys.
- Read and follow children's personal plans.
- Read and follow risk assessments.
- Complete all daily tasks, in line with Day Planner.
- Ensure daily paperwork is completed (e.g., journals, journal entries, health and safety checks).
- Document any incident / accident / missing episode / physical intervention / direct work as applicable, within agreed timescales.
- Accurately add receipts and categories (via SOLDO) for budget and spending.
- Look after any pets in the home.

### **C. Safeguarding**

- Report immediately to the registered manager (or responsible individual) any issues related to safeguarding.
- Ensure that you act in a professional manner at all times.
- Maintain confidentiality and appropriate boundaries at all times.
- Be honest and transparent.
- Follow Local Authority and the organisation's safeguarding policies.
- Follow other policies and procedures, as well as risk assessments.
- Be aware of health and safety regulations particularly as related to the upkeep of the building and its surroundings.

### **D. Responsibility for own development**

- Undertake and complete training in accordance with the induction training schedule and core training requirements.
- Take responsibility for learning and seeking support with applying the Trauma in Mind care framework and trauma-informed approaches.
- Attend reflective practice groups to support understanding the above and the impact of the work.
- Undertake supervisions as planned, ensuring that tasks are completed.
- Attend team meetings, development and enrichments days to enhance team working and consistency, as well as improve knowledge and practice.
- Reflect on your own role in the dynamics of relationships / situations.
- Provide feedback to the organisation about your experiences and needs so support can be tailored around your own development.
- Actively participate in the appraisal and personal development plan process.
- Bring ideas that incorporate your own skills, hobbies and interests to improving the service.



## **E. General**

- Arrive on time and ready to start in line with your planned rota.
- Share responsibility for creating a pleasant working environment.
- Be flexible in hours of work / availability in order to meet tasks required.
- Undertake any other duties that may be reasonably requested by your manager/responsible individual and clinical lead.

### **Additional responsibilities (for grade 2 / 3 therapeutic care worker)**

- Care-coordination.
- Attending children's reviews, PEP's and other professionals meetings.
- Book health and other appointments.
- Reviewing / writing specific risk assessments.
- Reviewing and uploading documents to Clearcare.
- Understanding hidden and unmet needs.
- Hosting children's meetings.
- Role model for other adults' relational approaches.
- Ad-hoc shift leader.
- Working towards Diploma in Residential Child Care.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of Trauma in Mind children's homes.**

Signed:

(Post Holder)

Signed:

(TiM Manager)

Dated:

Dated: