

SENIOR 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 lead role in ensuring the care and welfare of each child living in the home.
- To give guidance and support to all care workers, in line with 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. Undertake a lead role in parental care

- To plan, manage and lead the day ensuring children are kept safe and involved.
- Organise and lead self and others to ensure activities of a parental figure are completed such as meal preparation, cooking, cleaning, shopping, washing and general maintenance / upkeep of the home.
- Ensure that school drop offs and pick ups are well planned and executed
- Promote a positive and proactive approach to school attendance and engagement from children.
- Plan with children how to best support their participation in keeping their bedroom clean and tidy.
- Forward plan time with children to ensure adults are available and attuned to the needs of children.
- Role model and enact genuine, nurturing and loving relationship with children.
- Support the team with providing 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, including facilitating time for reflection and learning with team members after notable events within the day.
- Encourage team discussion about how to 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 lead role in day-to-day running of the home

- Read and action any messages on the communication board / emails at the start of each day (and as required throughout the day).
- Ensure the calendar is up to date and followed for the day – planning ahead for upcoming events as necessary.
- Ensure that mobile phones and keys are held by adults in the home that day.
- Support other adults to understand and follow children's personal plans.
- Read, review and write risk assessments as necessary.
- Ensure all daily tasks are completed fairly within the team, in line with Day Planner.
- Ensure daily paperwork is completed by all adults for the day (e.g., journals, journal entries, health and safety checks).
- Oversee completion of any incident / accident / missing episode / physical intervention / direct work documentation as applicable and within agreed timescales.
- Oversee that all receipts and categories (via SOLD) for budget and spending are added for the day.
- Ensure any pets in the home are properly cared for.
- Take the lead on processes in the home (e.g., ensure overdue tasks are brought up to date, key management is followed etc.)

C. Guidance and support of staff

- Ensure that all team members are encouraged to act in a professional manner.
- Support other adults to apply theories of attachment, neurobiology and trauma-informed practice to everyday care.
- Offer mentoring sessions for less experienced team members

D. Safeguarding

- Report immediately to the registered manager (or responsible individual) any issues related to safeguarding, and encourage others to do the same.
- Promote practice within the team that ensures confidentiality and appropriate boundaries at all times.
- Be honest and transparent.
- Ensure yourself and others follow Local Authority and the organisation's safeguarding policies.
- Ensure yourself and others follow other policies and procedures, as well as risk assessments.
- Promote an awareness of health and safety regulations particularly as related to the upkeep of the building and its surroundings.

E. 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.
- Contribute to reflective practice groups to support understanding the above and the impact of the work.
- Undertake supervisions as planned, ensuring that tasks are completed.
- Contribute to 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.
- Source opportunities for further training.
- Undertake an additional area of responsibility as outlined in your personal development plan that supports leadership and management with the home.

F. General

- Arrive on time and ready to start in line with your planned rota.
- Take responsibility for creating a pleasant working environment.
- Promote a culture and ethos in line with the organisations vision and values.
- 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 senior therapeutic care worker)

- Provide supervision for others (as agreed with manager)
- Oversee care-coordinators
- Management audits
- Host an enrichment day
- Facilitate elements of development day
- Induction co-ordination
- Service improvement project
- Ad-hoc management cover

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 TiM children's homes.

Signed:

Signed:

(Post Holder)

(TiM Manager)

Dated:

Dated: