

## Clovelly House Person Specification and Job Description – Residential Care Worker

**Responsible to:** Registered Manager & Principal.

**Job Purpose:** To work within a time in order to provide a safe and secure home for young people aged between 10 and 18. Promoting a caring environment which provides children and young people with a high standard of specialised personal care, meeting individual needs and ensuring everyone is treated with respect and dignity and rights to privacy, independence and choice are met.

### Job Description

General	Responsibilities	Desirable	Essential	Comments
1. To ensure a firm, caring, consistent, well ordered environment is maintained at all times	Working with colleagues and line manager to maintain consistent high quality care and practice Assisting in developing strategies in behaviour management and to take a positive role in managing the young person's challenging behaviour, implementing the strategies agreed Understanding the importance of demonstrating care for the environment, including taking care of the home and cleaning.		/	
2. To Supervise children and young people before and after the school/college day including meal times and to proactively support/encourage the development of their life skills, cooking, etc.	Supporting the children and young people in the home Accompanying children and young people on recreational activities and demonstrating positive role modelling. Working as part of a team to provide a programme of evening & weekend activities for children and young people and to effectively manage small budgets, in relation to this. Providing cover in other areas as required.		/	
3. To promoting and safeguarding the welfare of the children and young persons that the jobholder is responsible for, or comes into contact with and to regularly stay updated in relation to any changes within safeguarding legislation and policy.	Embedding good safeguarding practices in all the work Maintaining a log of all accidents, incidents or physical intervention and to challenge suspected inappropriate practice according to policies and procedures. Undergoing safeguarding training and to applying training to practice		/	
4. To actively promote and participate in care planning, developing risk assessments, behaviour management and to attend regular team meetings.	Holding boundaries with young people according to policies and procedures Engaging in physical holds with colleagues when required, after having completed training Undertaking any administrative tasks linked to the care of children and young people Handing over important information to colleagues		/	

	<p>Promoting of young people reaching their own targets</p> <p>Undertaking 'direct work' with children and recording it using the prescribed paperwork</p> <p>Participating in case reviews where necessary and to provide support and assistance when difficulties arise</p> <p>Ensuring that all young people are encouraged to take part at some level, no matter what the ability</p> <p>Actively participating in weekly team meetings, bringing items for the agenda and handing over information.</p>			
5. To actively support the education of the child	<p>Supporting education staff with the children and young people's daily educational needs and to provide a 24 hour learning environment, with vocational activities and also helping with the development of their numeracy and literacy skills.</p> <p>Providing support in the school when required</p> <p>Offering skills to enhance the curriculum offering of the school such as sport, garden and food technology</p>		/	
6. To promote the social and emotional well-being & development of children and young people and to consistently strive to further develop these skills	<p>Advocating for the child and sourcing opportunities for enrichment according to the child's own interests and abilities</p> <p>Valuing diversity and promote equality for all children regardless of culture, religion, gender, sexuality, colour, ability, needs, etc.</p> <p>Reporting immediately to management any noticeable changes in health, behaviour or circumstances of our children and young people – maintaining their right to privacy and confidentiality.</p>		/	
7. To Liaise with other staff, professionals, parents and carers as necessary and maintaining high levels of professionalism at all times.	<p>Attending home visits and to support the young person, family and carers, as and when required and report back to the staff team.</p> <p>Establishing a positive relationship with parents/carers and external professionals</p> <p>Communicating all information to relevant personal as required</p>		/	
8. To Undertake any administrative tasks and keep appropriate records, making reports as required by the Home and any regulatory bodies.	<p>Maintaining a log of all accidents, incidents or physical intervention and to challenge suspected inappropriate practice according to policies and procedures.</p>		/	
9. To Assist with the medical and physical needs of children and young people and to ensure that medical appointments are kept and medications are administered according to policy	<p>Ensuring healthcare needs of the children and young people are met, including making medical appointments and accompanying them and completing written reports following their attendance.</p> <p>Ensuring all medical and clinical procedures are carried out safely (undergoing any relevant training to enhance your skills).</p>		/	

	<p>Undergoing First Aid training and administering First Aid when needed</p> <p>Undergoing training on the 'administration of medicines' and working according to training and policy</p>			
10. To be responsible for the health and safety of self and others (in accordance with the Home's Health & Safety Policy).	<p>Being aware of health and safety issues at all times</p> <p>Actively participating in the ongoing management of risk and recording if risk assessments</p> <p>Being familiar with the Home's Health and Safety Policies and Procedures</p> <p>Using recording and reporting procedures for Health and Safety</p> <p>Being vigilant ensuring children can't access keys, sharp implements and/or knives and COSSH products, etc.</p> <p>Making secure all buildings on leaving the site</p>		/	
11. To attend supervision, participate in annual performance appraisals and undertake relevant staff development as required.	<p>Undertaking Induction training and, thereafter, all training as required</p> <p>Actively participating in regular supervision with the line manager</p> <p>Positively engaging in the annual performance review process</p>		/	
12. To Keep up to date with the home's policies and to follow them at all times.	To be familiar with the home's policies and procedures and to develop practice in line with the policies		/	
13. To carry out any other appropriate duties requested by the Registered Manager.	Understand that the Residential Support Worker is expected to carry out all such additional duties as are reasonably commensurate with the role.		/	

**Person specification**

Specification		Desirable	Essential	Comments
To have or be working towards level 3 qualification in 'Health and Social Care'	To have the National Diploma or equivalent qualification or be prepared to be working towards gaining these		/	
To have experience in working in a similar setting	To have worked in a care setting To have knowledge of working with young people of 8-18	/	/	
To have a driver's licence and own transport	To be able to get to work and to transport young people in the home's car when necessary	/		
To be able to work independently and also have the ability to work within a team.	To be able to take the initiative in completing tasks alone To have good team building and communication skills		/	
To be innovative, creative and flexible, and has an open mind and a willingness to learn.	To be able to adapt to the demands of the role To be proactive in sourcing solutions to the challenges of the post		/	
To be able to demonstrate empathy, sensitivity, self-awareness and acceptance of others.	To be able to work positively with children who have had negative experiences in life		/	
To be willing to embrace the role and develop own skills	To be keen to work with the young people and to be willing to learn the skills necessary		/	
To have a good record of attendance and reliability	To understand the importance of regular attendance and punctuality To understand the impact that absence causes for the young people and the team		/	
To have good health in order to be able to fulfil the demands of the role	To understand that this is a demanding role and required a good level of personal fitness		/	

I have read the job description and the person specification.

I understand that this list note exhaustive and there may be additional tasks which I am requested to perform.

I accept this job description as a definition of the key responsibilities I will be expected to perform whilst I am in the employ of Clovelly House.

Signed (employee) ..... Date: .....