

Residential Support Worker (Shift Leader) Job Description

POST TITLE: Residential Support Worker (Shift Leader)

RESPONSIBLE TO: Registered Manager

LIAISON WITH: Deputy Manager & Senior Staff

OVERALL RESPONSIBILITIES

1. PRIMARY

- 1.1. To play a significant role in the establishment, maintenance and development of the environment and climate of the home, thus providing young people with a calm and relaxed group living experience conducive to emotional security and personal happiness and growth.
- 1.2. To become full conversant with the Group's philosophy and policies.
- 1.3. To be actively involved in planning and participating in the home's recreational and social programme and engage individuals and groups in constructive, enterprising and socially extending range of leisure pursuits.
- 1.4. To respect and maintain the confidential nature of the work.

2. YOUNG PEOPLE

- 2.1. To establish good relationships with young people based on confidence, trust, understanding and mutual respect, setting a good example to all staff.
- 2.2. To encourage young people to maintain socially acceptable standards of behaviour as described in the Staff Handbook and other guidelines for staff.
- 2.3. To provide all young people with guidance and counselling of a personal and social nature.
- 2.4. To take a significant share of responsibility for the safe supervision of young people by exercising adequate control.
- 2.5. To be responsible as Key worker for young people undertaking casework, report writing and initiating and implementing individual care plans.

2.6. To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

2.7. The Witherslack Group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

3. STAFF GROUP

3.1. To participate in the Group's Staff Development Programme.

3.2. To attend and participate in staff meetings as appropriate.

3.3. To participate in appropriate In-Service Training.

3.4. To be involved in the induction and initial support of new staff.

3.5. To be responsible for preparing working rotas which utilise staff resources most effectively in line with the needs of both children and staff.

4. ASSESSMENT, RECORDING AND REPORTING

4.1. To make full use of the Group's mechanisms to record young people's progress and development.

4.2. To prepare social and emotional reports as required.

4.3. To attend and contribute to the Annual Multi-disciplinary Review, care planning or other meetings as required.

5. RESOURCES

5.1. To make effective and efficient use of the resources available within the Home and to be aware of resources provided by the Group and those within the community.

5.2. To maintain the orderliness of the young people's living areas and social areas and clean such areas in emergencies.

6. MANAGEMENT, ORGANISATION AND ADMINISTRATION

6.1. To monitor objectively the quality of relationships between young people, between staff and young people and between staff with the constant aim of improvement.

6.2. To deputise for the Deputy Manager in his/her absence.

6.3. To ensure that full and complete casework records of young people's progress are maintained and that sound decisions are made and carried out for a specified group of young people.

7. GENERAL DUTIES

7.1. To perform any other reasonable task that the Registered Manager or his/her appointed deputy may ask from time to time.

7.2. To act as driver and/or escort transporting young people to and from school, on shopping trips and activities.

7.3. To perform sleeping-in duties as required.

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature

(Print Name) Date

Person Specification for the post of: Residential Support Worker (Shift Leader)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with children and young people in a residential setting 	<ul style="list-style-type: none"> • At least two years' experience of working with children and young people in a residential setting
Education / Qualifications / Training	<ul style="list-style-type: none"> • Level 3 Diploma in Residential Childcare (or equivalent) • Ability to produce written reports • Ability to make verbal contributions to Reviews and Case conferences 	<ul style="list-style-type: none"> • GCSE English • Specialist training in a related area • Recognised social work qualification
Special Knowledge	<ul style="list-style-type: none"> • Ability to participate in a range of activities with enthusiasm 	<ul style="list-style-type: none"> • Ability to organise and lead recreational activities • Knowledge of child development
Skills/Disposition	<ul style="list-style-type: none"> • Proven ability to form positive working relationships with parents and external agencies • Proven ability to become an integral part of a team • Good communication skills • Ability to form positive relationships with children • Proven ability to maintain professional standards at all times 	<ul style="list-style-type: none"> • Ability to provide counselling to individual young people • Sense of humour • High level of resilience • Flexibility and adaptability
Work Arrangements and Availability Physical Requirements	<ul style="list-style-type: none"> • Clean UK driving licence and ability to drive with young passengers • Ability to cope with flexible working hours • To be available for sleep-in duties if required • Emotionally resilient • Good level of physical fitness (particularly with regard to Restrictive Physical Interventions) 	