

## **WITHERSLACK GROUP**



### **Residential Support Worker Job Description**

**POST TITLE:** Care Practitioner (Residential Support Worker)

**RESPONSIBLE TO:** Registered Manager

**LIAISON WITH:** Deputy Manager & Senior Staff

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## **OVERALL RESPONSIBILITIES**

### **1. PRIMARY**

- 1.1 To play a 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 fully conversant with the Groups philosophy and policies.
- 1.3 To be actively involved in planning and participating in the homes 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 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 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.

### **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 contribute towards 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 ensure that full and complete casework records of young people progress are maintained in respect of young people for whom you are Key Worker.

## **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**

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Employee Signature.....

(Print Name) ..... Date .....

**Person Specification for the post of: Residential Support Worker**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> </ul>
<b>Education/qualifications/training</b>	<ul style="list-style-type: none"> <li>• Requirement to achieve Level 3 Diploma for the Children &amp; Young People's Workforce.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English</li> <li>• Ability to contribute to written reports</li> <li>• Ability to make verbal contributions to Reviews and Case Conferences</li> <li>• Specialist training in a related area</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to participate in a range of activities with enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise and lead recreational activities</li> </ul>
<b>Skills/disposition</b>	<ul style="list-style-type: none"> <li>• Ability to form positive working relationships with parents and outside agencies</li> <li>• Ability to become an integral part of a team</li> <li>• Good communication skills</li> <li>• High level of resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide counselling to individual young people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build positive relationships with children and young people</li> <li>• Ability to maintain professional standards at all times</li> <li>• Ability to support young peoples in their daily routines in a variety of settings</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>
<b>Work Arrangements and availability</b>	<ul style="list-style-type: none"> <li>• Clean UK driving licence and ability to drive with young passengers</li> <li>• 40 hours per week on a flexible rota</li> <li>• Ability to cope with a flexible working hours</li> <li>• To be available for sleep-in duties if required</li> </ul>	