

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Residential Care Worker
- Post Number: To be confirmed.
- Grade and SCP: Grade 7+2, SCP 12 -20, additional unsociable hours and sleep-in payments
- Directorate: People

Where your role fits at Shropshire Council

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the Residential Service within Children and Young People's services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Overview of your role

To assist the Registered Manager and other senior staff in creating and maintaining an effective physical and emotional environment for children accommodated, consistent with the Statement of Purpose for the home.

To support the achievement of departmental and divisional objectives as outlined in service plans and to work to relevant Departmental, Professional and National Care Standards/Legislation.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to Registered Manager who is in turn responsible for your health and safety, training and development.



What will you be doing?

The post holder will:

- Promote the safety and welfare of children accommodated
- Actively promote the education and achievement of children in the home
- Implement the homes ethos, philosophy and approach to caring for children
- Understand and adhere to Shropshire Council policy and procedure at all times.
- Communicate clearly and constructively about the home, colleagues, young people and Shropshire council at all times.
- Partake in regular supervision ensuring that all actions are completed in the required timeframe.
- Work flexibly in order to meet the needs of the home, young people and service.
- Attend team meetings and allocated training outside of designated shift pattern.
- Demonstrate an understanding and awareness of issues relating to diversity and anti-discriminatory practice
- Using training and experience to de-escalate volatile situations and deal with the presenting behaviour of the young people including Restrictive Physical Intervention where necessary.
- Have a commitment towards continuing personal and professional development through the staff development processes
- To be accountable for spending of petty cash in line with homes processes.
- Assist the Registered Manager in providing an atmosphere within the home which will enable children and staff to develop their full potential, ensuring that each child receives the necessary care and attention required, consistent with departmental policy
- To work with initiative, resourcefulness and accountability at all times to support with the functioning of the team.



- Explore and implement new methods of caring (e.g. Outreach, Restorative practices and preventative work)
- To make decisions based on the best interest of the young person and service at all times.
- To implement all learning in regard to training on a daily basis.
- To role model high levels of home keeping and domestic duties, setting a good standard of care for the home including cleaning and cooking.
- To understand and apply safeguarding processes.
- To ensure that all working hours are used effectively, being pro-active and working on own initiative.
- To keep up to date precise records for the young people in line with the systems of the home.
- Undertake the necessary supervision, support and guidance of children in the home, and in the wider community.
- Report to the Registered Manager or Deputy of any complaints received from children, relatives, friends and visitors to the home
- Assist in promoting children's physical, emotional and psychological health and ensure prompt access to doctors and other health professionals.
- Interact with families, case managers and other relevant agencies concerned with individual children as directed by the Registered Manager
- Work to ensure care practices in the home comply with OFSTED regulatory standards.
- Contribute to the formation of policy within the home
- Ensure that any necessary repairs to the building or equipment are brought to the attention of the Registered Manager
- Monitor care plans for children within the home and to act as key worker to a specific child/young person.
- Support and encourage children's engagement in leisure activities enabling them to develop in confidence and enjoy their interests
- Work to a child's Positive Handling Plan including de-escalation strategies and restrictive physical intervention in line with policy and procedure.



- Comply with safe systems of work in accordance with the Department's Health, Safety and Welfare policies and procedures
- Ensure knowledge of legislation relevant to Children's homes including the Children's Homes Regulations (2015), completing self-learning as necessary to guarantee practice is in line with current quality standards.
- The postholder will participate in an on-call rota and remain contactable outside normal working hours. The role may require attendance at homes, incidents or other service locations to provide operational support.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

The post is permanent with a requirement to work across all children's residential services, work base will be assigned for the purposes of mileage, however this can change dynamically based on the needs of the service, including an outreach programme within the community at times; this includes short notice emergency placements and short breaks for children.



Your post is subject to the following:

- The post is *Permanent* for 37 hours per week,
 - Actual hours are as determined by the duty rota and will include evening and weekend working.
 - The post holder is required to take part in the “Sleeping-in” rota for which an agreed allowance will be paid.
- The post is subject to the Council’s annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee’s allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures.

Casual carers accrue holiday pay through their hourly rate due to varying hours and these not being contracted.

Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rata) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one month’s notice in writing on either side.

The appointment is subject to six months’ satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile. This is in line with the Council’s Travel and Expenses Policy.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references, to include any role where the candidate has worked with children and/or vulnerable adults.
2. Full Employment history in line with Schedule 2 of the children’s homes regulations 2015.



3. Occupational Health report,
4. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

