

Job Description and Person Specification

| | |
|-----------------------|---|
| Job title: | Residential Child Care Officer |
| Directorate: | Communities |
| Service: | Education |
| Team: | Castlegate |
| Post number: | 03279 |
| Salary grade: | F |
| Work location: | Castlegate, Love Lane, Donnington, Newbury. |
| Reports to: | Senior Residential Child Care Officer |
| Supervises: | |

Job Purpose

To provide good quality short breaks and respite opportunities for disabled children and young people within a residential 7 bed unit.

Structure Chart

Team Manager
 2x Deputy Managers
 6.5x Residential Child Care Officers
 2x Waking Night Officers

Main Duties and Responsibilities

- To participate in the implementation of placement plans, including provision for children's physical and personal care needs and their emotional, intellectual and social well being. This will include dealing with behaviour difficulties and vulnerabilities, participating in the development of placement plans and attendance and involvement in children's reviews
- To participate in a duty rota to provide 24 hour care, which includes evenings, weekends and bank holidays as required ensuring adequate service provision. Sleeping in duties will be undertaken
- To participate in creating a suitable living environment within the philosophy of the unit which meets as far as possible the needs and wishes of all the children and young people
- To organise and participate in appropriate leisure and social and developmental activities
- To undertake the role of a 'Link worker' to take responsibility for additional tasks for specific children and to liaise with family, carers and significant others to ensure continuity and consistency of care is provided
- To undertake training in medication and clinical procedures and to administer medication in line with guidelines
- To act in compliance with the management and administration instructions of West Berkshire Council and to maintain electronic written records and reports
- To account for monies in accordance with the financial regulations
- To assist the service through change including arrangements for referral, admission and

Main Duties and Responsibilities

- transition to other services including continued assessment of their needs
- To participate in staff meetings, training, supervision and own continual personal development
- To undertake additional duties as required by the management within the Children & Family Service
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others
- Adhere to the standards set out in the WBC competency framework

Scope (impact on/control of resources, people, money etc)

The post holder will work in the context of relevant legislation and West Berkshire Council policy and procedures.

The work area is subject to frequent change, requiring clarity about priorities on completing demands of resources.

The department is part of the Children & Family Service and effective working depends on interagency working with education health and other relevant agencies.

The post holder will have regular contact with service users and their carers and the department's staff including Service Managers.

The post holder will be aware of budgetary limits.

Person Specification

| Qualifications | Essential/ Desirable | Internal Use Only |
|---|-------------------------|----------------------|
| Good standard of general education with GCSE in Maths and English | E | 1 |
| NVQ 3 or equivalent in Child care or equivalent qualification | E | 2 |
| Experience | | |
| Experience of working within a child care setting i.e. social care, education, health or voluntary and with disabled children and young people. | E | 1 |
| Experience and the ability to deal with complex situations involving young people and families. | E | 2 |
| Knowledge and understanding | | |
| Knowledge and understanding of working with disabled children and young people with challenging behaviours and/or complex health needs. | E | 1 |
| Knowledge of GSCC code of conduct, values and ethics and the principles of good practice and working in a residential setting. | E | 2 |
| Knowledge of relevant legislation, regulations guidance and policy issues | D | 1 |
| Skills and abilities | | |
| Ability to use Outlook, and a web browser to access information | E | 1 |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc) | E | 2 |
| Ability to communicate (verbal and in writing) clearly with young people, staff, families and other professionals. | E | 3 |
| A willingness and ability to translate national care standards to ensure the child's voice is heard and understood | E | 4 |

| | | |
|--|-----|---|
| Ability to make independent judgements and exercise initiative within agreed limits to prioritise workloads and recognise coping mechanisms. | E | 5 |
| Ability to assess children and young people to identify where further intervention such as risk assessments are required. | D | 1 |
| Shift planning and organising skills to ensure a high standard of care and activity | E | 6 |
| Work-related personal qualities | | |
| Customer care/client relationships: focus on customer satisfaction and delivers a quality service to agreed standards | E | 1 |
| Interpersonal skills: work effectively with individual team's clients and other staff. Demonstrating clear personal values in line with those of the organization | E | 2 |
| Adapting and coping: adapts and responds well to change, manages pressure effectively and copes well with set backs | E | 3 |
| Analysing interpreting and judging, thinks analytically ability to solve complex problems and issues. Makes rational realistic and sound judgements | E | 4 |
| Plans ahead and works in a systematic and organised way and follows direction and procedure | E | 5 |
| Other work-related requirements | | |
| Flexible working: you will need to work flexibly with equipment as no permanent office space is available and to cover evenings, weekends and holiday periods as required. | E | 1 |
| You will need to be able to ensure all children and young people are accessing, participating in local social and leisure activities. | E | 2 |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E | 3 |
| Full, clean driving licence | D | 1 |
| Enhanced DBS check with relevant barred list/s | Yes | |