

Hertfordshire County Council Job Outline



JOB TITLE:	Residential Child Care Worker – Trainee/Academy
GRADE:	H4
REPORTS TO:	Home Managers/ Service Manager
TEAM:	Children’s Residential Services
DEPARTMENT:	Children’s Services

Purpose of the Job

To allow candidates with an active interest in working with children and young people to start their careers with Residential in Children’s Services. It may be that the candidate has little or no experience. Once the programme has been completed your salary will rise in line with Hertfordshire’s progression scheme.

Our homes use the ARC theoretical framework; (Attachment, Regulation and Competency). Training is provided to enable staff to work within the framework.

Main Areas of Responsibility

- To undertake the comprehensive training programme which includes NVR / ARC and Self Harm and other relevant training.
- Direct work with children and young people who have experienced early life trauma and abuse, which require staff to deal with challenging behaviour, offering positive experiences through activities and working through past experiences with the young people.
- To be a positive role model.
- Administration tasks which include all the regulatory paper work required by Ofsted such as daily records, direct work reports and incident reports.
- To actively participate in supervision, clinical supervision and mentoring sessions.
- To successfully complete the 6 month academy programme.

You will be required to work shift patterns covering the needs of the children. This will include early and late shifts, weekends, Bank Holidays and sleep-in duties as well as taking children on holiday within and outside of the UK. Please confirm that you are willing to undertake these duties in your supporting statement.

In some of our homes we have children with disabilities who may require personal care.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format. (access needs will be met for those with a disability)

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Have a passion and commitment to work with young people who have experienced early life trauma, attachment issues and may display challenging behaviours.
- Have the ability to engage with young people
- To actively participate and complete all training available during training days and undertake self directed learning.
- Willingness to undertake two allocated work placements across Hertfordshire's residential homes, working to the agreed rota.
- Commitment to completing a reflective journal which can be used in supervision and mentoring sessions.
- Have the confidence to actively seek guidance and support when needed.
- The ability to use effective communication and listening skills in a wide range of situations.
- Understand and demonstrate the need for confidentiality and data protection.
- Able to remain calm under pressure, resilient and nurturing, with a passion for helping children affected by trauma, abuse and neglect.
- Have empathy and insightful to the needs of children and adolescents who have experienced complex life situations.
- Able to manage and containing young peoples emotions, in order to meet their full potential through therapeutic care
- In order to adapt to changing priorities, being resilient and flexible is important.

- Ability to use computer systems competently, including Microsoft computer packages, additional support and training available where needed.
- Proven literacy and numeracy skills is required in this role.
- A full driving licence and be able to drive children and adolescents to and from meetings and activities is required. Please confirm that you are willing to undertake these duties in your supporting statement.