



Job Description And Person Specification

Job Title: **Residential Support Worker**

Responsible to: Registered Manager

Location: Northwest

Hours: 40 hours per week on a rota system

Salary: £30,000 inclusive of sleeps. (based on 10 sleeps a month)

1. Job Description

Job Purpose

To provide high quality therapeutic care to young people as part of the Step by Step Homes integrated service.

Professionalism (Core Value)

Standard

- To act in a manner that is befitting of Step by Step homes as provider of children's services and in line with the organisation's values at all times.

Content

- To understand and adhere at all times to Step by Step Homes policies and procedures, including reference to those contained within the employee handbook.
- To develop an understanding of relevant legislation (Children's Home Regulations 2015, Quality Standards 2015) and how these are reflected in daily working practice.
- To understand and apply safeguarding practices and processes.
- To understand and deliver the young person's Care Plan on a daily basis.
- To meet all the basic physical needs of the young person on a daily a basis.
- To keep up to date accurate records for the young people in line with systems of the home.
- To carry out tasks and maintain all relevant records pertaining to fire safety, health & safety and other records as directed by line manager.
- To ensure understanding and compliance with the GDPR (General data protection regulation 2018) and the Equality and Diversity Act 2010

Excellence (Core Value)

Standard

- To aspire at all times to a standard of excellence in all areas of working practice.

Content

- To develop an understanding of the Kim Goulding/ Therapeutic Parenting Model of Therapeutic Parenting/PACE and implement this on a daily basis in the care of young people.
- To implement all learning with regard to training – including PRICE (Protecting Rights in a Caring Environment) on a daily basis.
- To set high standards in homemaking and care for the fabric, equipment and grounds of the home and wider organisation and to encourage young people to develop independent skills such as cleaning, cooking, budgeting, accessing communities and health services, personal hygiene
- To actively contribute to the creation and maintenance of a therapeutic homely environment, taking into account the young person's wishes and preferences.

- To maintain vigilance when supervising young people in line with risk assessments to ensure that significant behaviours are noted and recorded.
- To develop skills, knowledge and experience in accordance with a personal development plan agreed with line manager to develop working practice and set professional goals.

Integrity (Core Value)

Standard

- To act with integrity, honesty and child centred practice at all times.

Content

- To make decisions that are in the best interests of the young people and the organisation at all times.
- To contribute to the positive culture of the organisation in line with the five values and challenge negative attitudes appropriately.
- To be proactive and use initiative to ensure that all working hours are used effectively.
- To be alert to signs of distress, neglect or abuse, ensuring that the young people are monitored and protected.
- To be sensitive to the needs of individual young people and provide support and comfort to young people under stress.
- To be mindful of race, culture, language, and religion, to ensure that every young person is treated fairly and as an individual entitled to respect and dignity.
- To utilise the organisation's whistle blowing policy to ensure that poor practice, negligence and dishonesty is dealt with appropriately.

Planning and Organising

Standard

- To utilise planning and organisational skills to support Step by Step Homes to achieve its goals and objectives.

Content

- To use the home rota to manage your own training commitments and annual leave responsibilities effectively, with the support of your line manager.
- To develop and implement daily shift planners and weekly planners for young people to ensure the smooth running of shifts.
- To work with internal and external services and professionals to ensure the continuity of care for young people.
- To contribute to the development and implementation of Care Plans to ensure consistency of care for young people.
- To be accountable for the homes petty cash and ensure financial systems and processes are followed correctly.
- To be accountable for all records, systems and operating procedures of the home as set by line manager.

Commitment and Attitude (Core Value)

Standard

- To apply a high level of commitment and positive attitude to all aspects of working practice.

Content

- To demonstrate an understanding of the complexity of the working environment regarding the impact of young people's behaviours and the effect on the organisation's resources.
- To demonstrate flexibility where practicably possible to support the home in covering rotas.
- To communicate positively and constructively about the young people, colleagues and organisation at all times.
- To demonstrate a 'can do' attitude in all areas of working practice and demonstrate a willingness to learn and take on new challenges.
- To participate in staff meetings and clinical consultation as required
- To make use of regular supervision.
- To consistently demonstrate the skills to engage in personal reflection about the impact of the work on one's own feelings, one's colleagues and about one's own strengths and weaknesses.

- To commit to ongoing personal and professional development, ensuring regulatory training is completed and refreshed accordingly, including meeting timescales for completion of induction, probation period and Level 3/4 diploma.

Respect – Communication and Networking (Core Value)

Standard

- To act in a respectful, polite and transparent manner at all times.

Content

- To recognise and value the roles held by all employees of Step by Step Homes for Children.
- To develop and maintain professional relationships with young people, individuals with parental responsibility, social workers, teaching staff and other professionals involved in the care of young people.
- To share significant information with colleagues, line managers and other relevant professionals in a timely fashion.
- To utilise handovers effectively.
- To utilise written communication effectively to share significant information.

Team Working

Standard

- To act as a member of the staff team and wider organisation, supporting colleagues and being prepared to receive support as necessary.

Content

- To act with initiative, accountability and responsibility at all times to assist with the functioning of the team.
- To recognise one's own strengths and weaknesses and those of colleagues to contribute effectively to the functioning of team.
- To recognise that all employees of Step by step Homes and external agencies are part of the wider team involved in children's services and act accordingly.
- To act with initiative, accountability and responsibility at all times to assist with functioning of the team, providing leadership, direction and guidance on shift.

The Company reserves the right to amend or modify your Job Description in accordance with the operational needs of the business

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Step By Step Homes 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.

2. Person Specification and Assessment Framework

Residential Support Worker

Criteria for Selection	Essential or Desirable	Method of Assessment
Knowledge Skills and Aptitudes		
An understanding of the impact of abuse, neglect and trauma on children.	E	Application Form; Interview
An understanding of the challenges faced by looked after children in care.	D	Application Form
An understanding of how to support children and young people with challenging behaviour.	D	Application Form
An understanding of equal opportunities legislation and appreciation of diversity	E	Interview
An understanding of child protection legislation and its purpose	E	Interview
Personal Qualities		
Conscientious	E	Interview
Dependable and organised and structured.	E	Interview
Able to adapt to change, exhibit flexibility when required and deal with unexpected situations.	E	Interview
Resilient	E	Interview
Able to manage challenges and be assertive in difficult situations	E	Interview
Able to exhibit appropriate response to anger and anxiety	E	Interview
Personally boundaries	E	Interview
Able to understand and follow rules and regulations consistently	E	Interview
Good listener and able to use communication skills effectively.	E	Interview
Empathetic and sensitive to the needs of others.	E	Interview
High emotional intelligence	E	Interview
Can-do attitude and willingness to participate in physical activities and support children in their development.	E	Interview
Team orientated, positive and friendly with good interpersonal skills	E	Interview.

Curious and interested in child development.	E	Interview
High integrity, honest and open, with an ability to make ethical decisions, acknowledge faults and take remedial action where necessary.	E	Interview
Education, Training and Qualifications		
Basic literacy	E	Application Form, Computer
Basic computer skills	E	Application Form, Computer
Full education history	E	Application Form
Full employment history	E	Application Form
NVQ 3/4 Caring for Children and Young People or Level 3/4 Children and Young People's Workforce Diploma (Willingness to work towards this)	D	Application Form
Experience		
Experience of working with young people	D	Application Form
Special Requirements		
Full Driving Licence (able to drive a vehicle with manual transmission) and own transport	E	Application Form
Flexible (Travel/ Shift work)	E	Interview