

Wirral Council: Job Role Descriptor

Job Role:	Residential Child Care Officer
Service:	Willowtree
Reports to:	Registered Manager
No of Subordinates:	0
HR USE ONLY	
Job Role Ref:	PC0095G
Job Family:	People Care
Grade:	Band G

JOB ROLE PURPOSE

Work directly with children and young people with disabilities within a residential and short breaks setting, ensuring they are not only offered the highest level of care but also that their emotional and developmental needs are met. To develop, monitor and review Personal Profiles and Support Plans for young people to meet the stated objectives of the young persons Care Plan, providing a flexible and Person Centred response to young people and their carers.

KEY TASKS

1. Work directly with young people to ensure that all aspects of their personal care needs of children and their families are met both within residential and short break services for young people.
2. To undertake Key Worker roles for young person ensuring that the assessment, monitoring and review of individual young peoples needs are clearly and accurately recorded ,attending meetings as required.
3. To ensure the risks that are identified within individual young people's Personal Profiles are managed effectively, risk assessments are produced and to aid the development of risk management strategies to support young people.
4. Ensure all health and safety procedures are complied with to provide for a safe workplace and living environment.
5. Support managers in the improvement of the homes performance against Children's Homes Regulations and Quality Standards.
6. Support the Registered Manager in ensuring the service is delivered in line with and taking account of the department's Equal Opportunities Policy.
7. Participate in planned programmes of care both within residential homes and in the community which meet not only the physical needs, but social and emotional needs of the young people.
8. To encourage young people to participate in leisure activities and to record all progress against goal-based outcomes

KEY RESPONSIBILITIES

People

Work alongside a team of staff to deliver a focussed service to children across a residential and short break setting.

Create and maintain appropriate relationships with individuals, families and carers, other professionals, groups and communities that promote equality and trust.

Provide individual support too young people to ensure their individual needs as detailed in Personal/Care plans and Risk Assessments are met.

To observe and monitor the health of individual young people, ensuring records are appropriately maintained including the administration of medication in line with Departmental Procedures.

Knowledge of service users, support their communication in identifying their own needs, provide advice and role modelling as appropriate.

Support the development of effective relationships and communications with partner agencies and service providers to share information, build working relationships and to ensure joined up service provision in the best interest of children and young people.

Carry out any procedure normally carried out by the young person's carers.

Financial

Ensure personal financial records are maintained in line with financial procedures.

Strategic

Able to demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that informs practice development.

Resources

Ensure all records are maintained to comply with and meet the needs of Standards and Regulations in preparation for Ofsted inspections.

Maintain and ensure that electronic and manual records are up to date and completed within agreed timescales.

Planning and Organising

Use professional expertise to deliver workload for which they have responsibility.

Attend team meetings as agreed with the Registered Manager. Support the Registered Manager in achieving team targets.

Ensure the risks associated with personal plans/care plans for service users are followed effectively and aid the development of risk management strategies to support service users.

Support the Registered Manager in ensuring all health and safety procedures within services are followed.

Undertake any training as required to meet job role.

Decision Making

Report directly to the Team Leaders.

Ensure services comply with all standards and regulations and the needs of young people are fully met.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualification

- Level 3 Diploma Children and Young Peoples' Workforce – Social Care Pathway or a qualification equivalent to the Level 3 Diploma in Child Care.

Knowledge and Skills

- Knowledge and understanding of relevant developments and initiatives relating to children.
- Able to prioritise work and work well under pressure.
- Able to communicate with professionals and families.
- Anti-oppressive practice.
- Child-focused and centred practice, with a focus on children with complex needs.
- Partnership with other professionals.
- Engage and communicate with staff and management.
- Engage with children and families, supporting and involving them in service delivery.
- Professional accountability for decisions.
- Motivated and able to work within a pressured safeguarding environment.

Experience

- Experience in delivering services to children.
- Demonstrable experience of working with partner agencies.

Desirable Criteria

Knowledge and Skills

- Ability to structure support to children with complex health or behavioural support needs

- Understanding of residential and short breaks practice
- Ability to plan and prioritise own workload
- Ability to write coherent reports
- Ability to respond to emergency planning processes
- Ability to promote the work of the Division
- Ability to develop and implement best practise

ADDITIONAL WORK ELEMENTS

Able to work flexibly on a rota including evenings, weekends and sleep in duties at short notice as required .

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date

Debbie Kewley

24/09/2020
