



Brighter
Futures for
Children

brighterfuturesforchildren.org

Residential Child Care Assistant Casual Worker

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none">Residential Child Care Casual Worker
Reports to:	<ul style="list-style-type: none">Assistant Home Manager
Grade and Salary:	<ul style="list-style-type: none">SCP 5
Location	<ul style="list-style-type: none">Whitley, Reading
Conditions:	<ul style="list-style-type: none">0 hrs Contract

Who are we?

Brighter Futures for Children is an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

Brighter Futures for Children aims to improve outcomes for Reading's children, young people and families.

Job purpose:

Pineroft and Cressingham are OFSTED registered children's homes. Pineroft provides full time residential care, whilst Cressingham provides short breaks to children and young people who have a range of learning, physical and sensory disabilities and associated complex medical needs.

The role of the Residential Child Care Casual Worker is be part of a team who:

- To assist home staff and managers in the delivery of person-centred care to young people over a 24-hr period.
- To provide support focused on individual needs to ensure a positive and enjoyable outcome
- Safeguard and promote the welfare of young people assess and report areas of concern through the implementation of child protection procedures.
- Support the departmental ethos of maintaining independence, choice, rights, fulfilment, privacy, dignity, confidentiality and equal opportunities.

Main Duties and Responsibilities

- To develop and maintain positive and trusting relationships with the young people which will promote a sense of security, ensuring that young people are fully involved in the decision-making processes affecting their lives.
- To ensure all young people's medical needs are met through the administration of medication, the implementation of dietary and nutritional requirements and/or use of manual handling equipment in line with their individual health care plans, Physiotherapy, OT and Dietitian recommendations.
- To have knowledge of a range of medical conditions associated to learning disabilities and be confident in undertaking non evasive clinical procedures such as: seizure management, enteral feeding, glucose and ketone readings, use of CPAP machines etc, within limitations of training and competence. Administering first aid where appropriate.
- To accompanying young people on appointments or accessing services as appropriate.
- To promote the development of young people's communication, cultural/religious identity, by supporting their participation in relevant activities and experiences
- To contribute and support the implementations of strategies to empower young people to manage behaviours that may challenge and be able to manage disruptive behaviour by establishing clear boundaries in a positive and consistent manner.
- Encourage young people to develop their full educational and vocational attainment by implementing IEP/PEP targets and recommendations.
- To actively encourage and support leisure and meaningful activities both inside and outside of the home, in accordance with individual young people's interests, choices and needs, to enable young people to take measured risks.
- To support young people through change, including admission, transition and discharge including the leaving care process.
- To carry out Health & Safety and security checks of the home throughout the day, recording test/check results and any significant occurrences and ensuring that all faults/hazards are reported, recorded and actioned.
- To maintain the necessary record keeping and administrative systems within the home to the expected standards through written, verbal and electronic communications, ensuring the young people's needs are effectively monitored, recorded and reported by the completion of accurate, timely and factual daily records and reports, including Incident/accident and behaviour monitoring.
- To attend internal and external training and meetings during the day, as may be deemed necessary to meet the duties and responsibilities of the post to improve knowledge and competency.
- To follow internal communication processes which enable you to keep up to date with any changes to the service and care provided to the young people.
- To undertake catering, cooking and general household cleaning duties as required meeting the needs of the Home. To share meals with staff and young people.

- To accompany young people on holidays away where available and appropriate.
- To have a flexible approach across both services
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

2. Relationships – who you will work with

You will develop and promote strong partnerships with families and carers, social workers, health professionals and other relevant agencies.

5. Personal attributes:

- Kind and caring nature
- Team player with good interpersonal skills
- Ability to cope in difficult/stressful and challenging situations that may be confrontational or aggressive
- Ability to take care of own personal safety and work with management, so far as necessary, to enable compliance with company's health and safety rules and legislative requirements
- Uses initiative and problem solve
- Achieves deadlines

6. Scope of Job (Budgetary/Resource Control/Impact)

- To ensure that the principle of good value is used when purchasing goods/equipment for the Home. To be responsible and accountable for petty cash, shopping budgets and young people pocket money.

7. Special/Other Requirements/Responsibilities of this Post

- An enhanced DBS check is required for this post which includes a check against the list of people barred from working with children.
- Post holders will also have Level 1 responsibility for health and safety

Person Specification. Person Specification

Qualifications & Education

Essential:

- A willingness and ability to demonstrate a commitment to undertake Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma

Desirable:

- NVQ level 3 in Child Care/ Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma
- Registered and subscribed to DBS update system
- Driving license (manual) and willingness to drive home's vehicle



Experience

Essential:

- Knowledge of the principles of good practice in residential/short break care.
- Experience of working with children and young people with learning disabilities.

Desirable:

- Experience of working in a residential care setting with children and young people with learning disabilities
- Experience of working with families and social workers
- Experience in keyworking
- Experience of administering medication and non-invasive clinical procedures

Skills, Abilities & Competencies

Essential:

- Excellent communication skills (including verbal, written)
- Ability to analyse information and plan, review and implement relevant documents
- Sound understanding of ICT with good keyboard skills
- Ability to demonstrate resilience and manage stress

Additional Working Requirements

- Flexibility e.g. shifts work including evenings, early mornings, weekends and Bank Holidays. Shifts do not always end at the time stated on the rota as unforeseen situations do arise at times.
- Staff may be required to undertake cover staff sickness, annual leave etc. at short notice period.
- Sleep-in duties are part of this role and so staff would sometimes be away from home for a 24 hour period if a sleep-in is before or after a worked shift.