

Job Description

DIRECTORATE:	Social Services and Wellbeing
DEPARTMENT:	Childrens Social Care / Children's Residential Services / Harwood House
POST:	Residential Worker - Shift Leader
GRADE OF POST:	GR08
RESPONSIBLE TO:	Senior Residential Worker

JOB PURPOSE:

To assist the Residential Manager in the day to day running of the home to co-ordinate and manage the work of the Residential Workers to ensure that children and young people's needs are met safely in accordance with their individual plans. This will include liaising with the police and social workers as well as other agencies whilst leading the shift.

To provide a responsive, flexible outreach service to children, young people, families, and foster carers.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Taking responsibility of the shift - dealing with any emerging issues, which will include making admission decisions, considering the admission process. Co-ordinating and managing the work of the Residential Workers and developing and managing plans/strategies to best meet the needs of children and young people accommodated.
- Working as part of the residential team to present a consistent approach to service delivery, assisting with service development and the implementation of the Directorate's procedures.
- Liaising and working in partnership with police, social workers, other staff, agencies and organisations who are involved with working with the children and young people, so that identified support is properly co-ordinated.
- Developing collaborative working with children/young people and parents/carers to assist in progressing Care/Pathway Plans to achieve set goals.
- Supporting young people to develop personal relationships, a positive self-image, with difficult relationships and when they are distressed. Integrating young people into the community and promoting access to community-based services.

- To undertake outreach work, providing individual/family work using a variety of creative short/medium term interventions appropriate to meet their needs or requirements.
- Working co-operatively to ensure that the service achieves both Directorate and National Standards. Contributing to effective service delivery, high practice standards and achievements of appraised objectives, goals and targets.
- Maintaining accurate and up to date records and ensuring confidentiality and data protection guidelines are adhered to. Signing off shift related paperwork and medication distribution.
- Participating in any training and development activities/team meetings in order to maintain own professional development or to enhance competence within job role.
- Supporting the Residential Manager in the delivery of the service, undertaking any duties and responsibilities commensurate with the grade of the post and participating in the regular review of the content of the job description. Reporting appropriately to the manager, senior managers and CIW.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Residential Worker – Shift Leader

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	- QCF Level 3 Diploma in Health & Social care (Children & Young People) Wales or equivalent NVQ 3 Health and Social Care (Children and Young People), NVQ 3 Caring for Children and Young People, Social work qualification approved by the Care Council, Certificate in Residential Care for Children and Young People, Senior Certificate in Residential Care for Children and Young People. - NVQ Level 4 in management. - NVQ Level 4 Health and Social Care Children and young people. - QCF Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Residential Management) Wales <u>or</u> willingness to acquire the qualification.	Yes	Production of original Qualification Certificates and application form.
	Dual Registration with Social Care Wales or requirement to register within 6 months, i.e. Children's and Adults Residential Care.	Yes	
Knowledge & Experience	Previous experience of working with children and their families.	Yes	Interview, application form and selection process.
	Knowledge and / or experience of working with children with complex needs.	Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	• Knowledge of council policies and procedures including Children Act regulations and guidelines. • Knowledge and understanding of risk assessments. • Experience of staff management/ supervision, leading teams. • Experience of undertaking individual and group work with children and young adults. • Knowledge of relevant legislative guidelines e.g. RISCA, Mental Capacity Act, DoLS, Safeguarding and Health & Safety.	Yes	
Skills & Personal Qualities	• Ability to make decisions appropriately. • Ability to define and achieve targets. • Ability to manage teams. • Ability to communicate clearly and effectively. • Ability to form constructive working relationships with colleagues and other agencies. • Drive, commitment and motivation and integrity. • Ability to work well under pressure using initiative and positive thinking. • Ability to undertake training of a physical nature, e.g. PBM and manual handling. • Ability to work flexibly. • Commitment to personal development. • Hold a driving licence. • The ability to communicate through the medium of Welsh.	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Interview, application form, and selection process.