Job Description

Job title: Third Person Support Worker in Residential Care

Scale: £12.90 - £13.53

Salary Full Time - £25,155.00- £26,383.50 per annum.

Hours: 37.5 hours per week.

Essential: Full UK Driving License and use of own vehicle for the role and the ability to add business insurance

Overall purpose: To ensure children, young people and other service users looked after or supported by Restorative Social Care Services are provided with the highest possible quality of care or support to assist them to reach their fullest potential.

Responsible to: Registered Manager / Service Manager

Reports to: Senior Support Worker / Assistant Manager

Main responsibilities of the role:

Care / Support Responsibilities – Our Ethos

1. Always put the needs of children, young people, and other service users first, treating them with dignity and respect.
2. Take responsibility for the basic care or support needs of children, young people and other service users – assisting and ensuring good personal care and health care and promoting education and recreational activities.
3. Proactively support children's, young people's, and other service users' Care Plan / Pathway Plan / Restorative Support Plans – taking active responsibility to promote their behavioural outcomes, health, education, independence, social, emotional, and personal wellbeing, through delivering focused and planned interventions.
4. Be committed to Restorative Social Care Services 'Culture of Awareness' Policy and actively promote the safety and wellbeing of children and young people by reporting any concerns that might compromise the child's, young person's or service user's safety.
5. Be mindful of and practice in a manner that reflects the intervention elements of the Restorative model of care/ support – namely, authoritative parenting / support; restorative interventions; and strengths-focused approaches.
6. Practice in a resilient and calm manner when facing challenging and complex behaviours presented by the children, young people, and other service users, implementing appropriate de-escalation and / or positive handling strategies.
7. Contribute to and create a warm, caring, or supportive, and nurturing environment.
8. Promote or support children's, young people's and other services users' diets ensuring good nutrition and balanced meals.
9. Take responsibility for, or support children's, young people's or other service users' health and wellbeing – ensuring regular GP and hospital visits, administering (service / provision

dependent) and appropriate recording of medication, dental and optical checks and other medical needs relevant to individual plans and levels of need.

10. Promote contact with the children's, young people's or other service users' family and others through supervising support or transporting them to contact in conjunction with the child's Care / Pathway Plan.

11. Take an active part in promoting the children's, young people's and other service users' involvement in youth, leisure, social and recreational activities within the local area.

12. Ensure that any specific additional needs of the children, young people and other service users – physical, emotional and medical - are addressed and promoted through providing support in accordance with individual Care Plans / Pathway Plans / Restorative Support Plans.

13. Ensure that children's, young people's or other services users' individual cultural and religious needs are promoted and respected.

14. Actively encourage and promote responsibility and independence, ensuring that this takes place within a context of safety and wellbeing.

15. Assist and support service users to develop age-appropriate independent living skills, e.g., budgeting, shopping, meal preparation, cleaning, washing, ironing, simple house maintenance, paying bills, preparing CVs for job applications and training.

16. When young people are transitioning to adult services, actively work in partnership with relevant agencies, housing and social landlords and people to ensure high levels of participation for each young person / adult to achieve planned outcomes.

17. Where appropriate, support / facilitate young people and other service users to secure or maintain their tenancy through paying bills, taking care of and securing their home, including cleaning tasks, learning how to become good neighbours, knowing their rights and signposting.

<u>Recording</u>

18. Ensure relevant information concerning each child, young person or other service user is accurately recorded, maintained, updated and communicated to the necessary professionals in accordance with organisational policy and aims.

<u>Key Working / Independence Working</u>

19. Prepare, write and update reports, including, Essential Information, Support Plans and Behaviour Passports in accordance with the child's, young person's or other service user's needs and organisational requirements.

20. Attend LAC, Education and other meetings required concerning any child, young person or other service user who you have responsibility for as a key / independence worker.

Personal Requirements / Responsibilities Relevant to the Role

21. Always behave in a professional manner with sensitivity, dignity and respect towards children, young people, staff, other professionals and service users.
22. Ensure high standards of professional conduct at all times, adhering to and following relevant policies and procedures.
23. Work at any Restorative Social Care Services establishment or designated workplace according to direction from senior staff.
24. Utilise own vehicle (car driver) to transport / support children, young people or other service users to and from family contact, school, health appointments, diversionary activities, etc. where their individual Care / Support Plans determine this is required.
25. Prepare for and attend supervision sessions – both individual and group sessions.
26. Take a proactive part in self-development and learning.
27. Attend training and development sessions in accordance with Individual Development Plans (IDPs) and mandatory training requirements.
28. Complete Level 3/4 Children & Young People qualification within 2 years of your employment, if you do not have the qualification prior to commencing your employment.
29. Attend all team meetings, briefings and familiarise yourself with memorandums and all information related to your duties.
30. Ensure professional standards in line with individual and team performance plans.
31. Act as a role model, and mentor and support newer and less experienced staff as required.
32. Undertake such other tasks as may be deemed appropriate to the post and the remit of the service, in order to provide excellent standards of care / support.

Cleaning and Maintenance

33. Ensure the home is always clean, hygienic and tidy, and that any tasks / routines around cleaning and sanitising are followed. This includes ensuring that children, young people or other service users are consistently and fully supported to complete any cleaning-based independence tasks outlined in their individual plans, and should they not be doing this, when necessary, undertake this cleaning on their behalf.
34. Ensure or encourage and provide support (service dependent) such that children's, young people's or other service users' bedding and clothing are always clean and prepared for use.
35. Take a proactive and solution-focused approach to maintaining the material appearance of the home / setting, addressing and resolving any issues that undermine the creation and maintenance of an environment that is clean, warm, homely and inviting.

Health and Safety

36. Ensure the health and safety of children, young people and others through regular monitoring of potential hazards and risks, and report these to the senior / management team as necessary. This includes consistently completing any identified health and safety checks within the settings.

Additional Duties and information – an important note

The work of Restorative Social Care Services is both varied and challenging, which results, at times, in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description.

Additional duties may therefore, at times, be required to cover unforeseen circumstances or changes in work, to allow the organisation to maintain staff activity and quality of service provision.

Should you not have your Level 3 or 4, or your Math & English qualification and you wish to complete your Level 4 through an apprenticeship scheme with us, to meet the criteria you may need to also complete your Math and English alongside your Level 4. Alternative methods of obtaining your Level 4 may be available but would be required to be funded by you.

Equality and Diversity

Restorative Social Care Services requires a commitment from all staff to recognise, support and celebrate equality and diversity for all. We have an inclusive approach and holistic way of working, with service users, and colleagues alike, to encourage every individual to be their authentic self.

DBS checks and references

This post is subject to a satisfactory enhanced DBS check. Restorative Social Care Services has and operates a culture of awareness policy as such all staff are also subject to thorough reference checks.

Person Specification - Support Worker

Area	Essential	Desirable	Where Assessed
Full UK Driving License	Applicant must have a full UK driving license and be able to use own vehicle for the role	Essential	Application Form
Attitude	- Genuine commitment to welfare of looked after children - Committed to anti-oppressive practice - Honesty, tolerance, trustworthy, patience, flexibility - Interest in the development of other workers		Application form Interview Written exercise In practice
Education and qualifications	- Working towards QCF Level 3 Diploma and other CPD training -If no Level 3/4 Children & Young People qualification, you must complete a Level 3/4 Children & Young People qualification with Restorative withing 2 years of employment.	- NVQ / QCF Level 3 / QCF Level 4 (Children & Young People) - Dip SW or equivalent - TAQA - Math's - English	Application form Interview
Knowledge and understanding	- Children Act 1989/2004 & associated guidance Volumes 1-5 - Health and Safety at Work Act 1974 - GDPR 2018 - Leaving Care Act 2000 - Areas relating to basic safeguarding	- Working Together to Safeguard Children 2018 - Ofsted inspection process and associated documents (residential care) - Children's Homes Regulations + Quality Standards, 2015 (residential care) - Knowledge of child development	Application form Interview In practice

Experience	- Previous experience of working in a childcare or support work setting, or roles where there are transferable skills to adapt to the role	- Previous supervisory experience - Experience of working with children with a learning disability	Application form Interview
Skills and abilities	- Ability to access organisations policies and procedures - Good communication skills - Ability to relate to other staff, children and young people - Good IT skills - Resilience to complex and challenging emotional or maladaptive behaviours		Application form Interview Written exercise In practice
Professional development	- Committed to own professional development and learning opportunities		Application form Interview In practice