

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Residential Childcare Worker – Children’s Homes
Salary:	£24,982 - £30,451
Grade:	8/9
Hours:	37
Team:	Corporate parenting - Residential and Edge of Care Services
Service Area:	Children, Education and Families - Corporate Parenting
Primary Location:	40 The Moors, Kidlington
Budget responsibility:	No
Responsible to:	Homes Manager & Assistant Team Manager
Responsible for:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

Under the direction of the Manager or Assistant Manager

1. To be responsible for contributing to the day-to-day running of the Establishment/Centre in accordance with all policies and procedures in order to provide the highest possible standards of emotional, social and physical care for residents/clients and for implementing the requirements of the operational briefs.
2. Work within the overall context of:
 - The 5 key outcomes for children and young people
 - Being Healthy
 - Staying Safe
 - Enjoying and Achieving
 - Making a Positive Contribution
 - Economic Wellbeing
 - The Quality Standards – Children’s Homes Regulations 2015
 - Children Act and other relevant legislation (Care standards Act)

- The homes Statement of Purpose
 - The Statement of Conduct and Behaviour with guidance for staff working in Oxfordshire's Residential Children's Homes
3. To provide an integrated, considerate and planned response to the health, well-being, care and support of clients both within the children's homes and in the Community involving relatives, carers and other agencies as appropriate.
 4. To assist in the development of the service promoting the needs of clients through participation in Community/residential forums and planning groups.
 5. To ensure that services are planned and delivered in a way that maximises participation and reflects children's rights in relation to the services being provided, acts on the views of children and young people and is able to demonstrate children's rights are reflected in the way that you work with children and young people.

This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake. To be responsible for contributing to the day-to-day operation of the home, under the direction of the Manager/Assistant taking appropriate responsibilities and ensuring that all activities are conducted according to Departmental policies and procedures.

The Manager may delegate or require the Childcare Worker to take specific responsibility for one or more of the following duties and will ensure that appropriate experience, training and guidance are given in order for them to be able to do so.

1. To work as part of a team, operating a shift pattern including weekends, evenings and bank Holidays. Sleep in as required.
2. To act as Key worker for residents or clients within the home.
3. To assist with the control of expenditure within delegated guidelines, including Local Resource Management.
4. To maintain Health and Safety standards (eg food and general cleaning, hygiene, PRICE, COSHH, fire policies, accident reporting, first aid etc) and participate in regular inspections.
5. To ensure that accurate, regular and confidential resident/client records are maintained.
6. Ensure records and information systems are kept accurately including the inputting and updating of information on the Department's computerised information systems (e.g LCS).
7. To participate in operational service development, group and panel meetings as required.
8. To ensure that the physical fabric of the home is maintained to Departmental Health and Safety standards and in good decorative order and is secure.
9. To be acquainted with all guidance and instructions contained in Departmental Standard Practice and to work within the Statement of Purpose for the homes.
10. To maintain well ordered case files and administrative records

11. To assist in ensuring that an effective communication system operates which enables information to be available to all staff on different work patterns, including a formal handover procedure.
12. To participate in maintaining a positive public relations image ensuring all complaints/issues are handled effectively and sensitively.

PERSONAL MANAGEMENT AND DEVELOPMENT

1. To take responsibility for personal contribution to the appraisal, supervision and development processes and procedures.
2. To accept necessary induction, training, advice, instruction and deployment in order that care for residents/clients enhances individuality, independence and personal dignity in a warm and homely atmosphere in which all have an opportunity to participate.
3. To participate in the regular staff meetings and contribute to the consultations and discussions which take place.
4. To lead 'in-house' training as required, and pass on training experience to other staff to improve their skills and knowledge.
5. To participate in mandatory staff training as required.
6. To undertake training, research and reading to enhance personal career development and to keep up to date.

CARE STANDARDS

1. To operate and monitor care standards, recognising the challenging nature and high dependency level of many children in our care.
2. To operate and monitor effective admission, assessment and review procedures, which included the user, family and carers in line with Departmental procedures if required by the Home.
3. To ensure shared care planning is operated with relatives and carers. To be acquainted with individual users, their circumstances and their assessed needs.
4. To participate in the review of care programmes for individual childrens development and where appropriate assist in moving towards independent living.
5. To encourage stakeholder feedback from users, either on an individual or group basis.
6. To ensure that therapeutic and/or social activities exist for residents and clients.
7. To assist colleagues working in the community in setting up suitable rehabilitation support systems for children and resident/day attendees and to assist in providing flexible care packages, planning and preparing children for discharge or leaving care as appropriate.
8. To ensure that the health needs of children are assessed and that provision is made to meet health needs as appropriate.
9. To maintain and operate a safe drug administration system in accordance with Departmental standards and to ensure that they keep informed of prescribed medicines and possible contraindications.

10. To co-operate with General Practitioners and other medical professionals in maintaining health programmes for individual children and effectively advocating the care of those requiring medical attention.
11. To ensure that the Manager/Assistant of the home is fully informed of unresolved issues relating to children's personal property.

FLEXIBILITY CLAUSES

1. The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail weekend, evening, or night work.
2. The post requires staff to be prepared to undertake reasonable additional duties of practicable to do so in relation to the operating of other homes as required to ensure services to children are maintained but not to the detriment of their personal performance or their own home's needs.
3. You may in extremes be required to work in a different home, at short notice in order to protect the overall delivery of service to children and their families.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.

A review of this job description will be carried out as part of the annual appraisal.

If you are appointed to this post you will be expected to abide by the Code of Practice for Social Care Workers which will be issued to you. If you wish to have further information prior to your interview, please visit the HCPC website

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

1. To be part of and promote a positive and pro-active health and safety culture;
2. Undertake necessary health and safety training;
3. Ensure you are familiar and comply with Oxfordshire County Council's health and safety policies and procedures;
4. Ensure risk assessments in accordance with Oxfordshire County Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, children and others who use our services;
5. Follow all appropriate safety instructions and use safety equipment provided;
6. Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
7. Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home;
8. Check for and risk assess any known and potential hazards before visiting new service users and premises;
9. Ensure you leave details of visits and timescales when working away from your office base;
10. Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact;

11. Support your line manager in the delivery of good health and safety practice and the minimising of risks;
12. Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work;
13. Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge: Good literacy and numeracy skills Working knowledge of Children's Homes Regulations, Quality Standards and 5 outcomes for children.	A, I, D
Experience Experience of Social Work in related fields	A, I

<p>Job related aptitude and skills:</p> <ul style="list-style-type: none"> • Active Communication – actively consults and supports the flow of communication through the organisation and provides a compelling vision to others. • Decision-making – makes clear management and financial decisions that take full account of value for money, cost management, efficiency and risk. • Delivering Results- Consistently delivers stretching objectives through effective prioritisation, project management and the efficient use of resources. • Customer focus – retains responsibility for high levels of external and internal customer service through active feedback and a strong understanding of diverse customers. <p>Personal Effectiveness - Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development.</p>	<p>A, I</p>
<p>Personal qualities:</p> <ul style="list-style-type: none"> • Commitment to customer focus. • Demonstrate motivation, commitment, flexibility and interest to work with this group. • Willingness to work as part of team in the interest of client group. • Ability to work in stressful environment and support colleagues. • Resilience • Adaptability • Ability to be responsible and accountable • Willingness to undertake identified training (e.g Directorate's computerised information systems, physical restraint) 	<p>A, I</p>
<p>Special Requirements:</p> <ul style="list-style-type: none"> • Non smoking at work • Ability and willingness to take part in rota cover of the establishment including weekends and evenings. (Waking nights as required in emergency situations). • Awareness of Health and Safety issues. • Ability to advocate for young people. • Attendance at annual Positive Behaviour Management training achieving competence 	<p>A, I</p>

<p>Physical:</p> <ul style="list-style-type: none"> • Ability to withstand/cope with physical contact expected with this client group including (possibly) lifting • The ability to ensure the safety of children and staff, which may include physical interventions. This involves annual mandatory training. 	A, I,D
<p>Desirable Criteria</p>	<p>Assessed By:</p>
<p>Educational achievements, Qualifications, Training and Knowledge:</p> <ul style="list-style-type: none"> • Diploma level 3 Residential Childcare • DipSW, CQSW, CSS, CRCCYP or equivalent. • Relevant training/courses. • Proven academic ability. 	A, I, D
<p>Skills and Experience:</p> <ul style="list-style-type: none"> • Experience of working in a residential setting with children and young people. • Ability to cope with competing pressures • Prior experience of work in a related field. • Understanding/experience of the inter-agency context of the work. • Customer focus - Treat customers as you would want to be treated; see things through their eyes and enable them to do more for themselves where possible. • Honesty – Be open and transparent about your work. Operate with integrity showing an openness to learn from feedback and recognise where you need to change, improve or stop doing things. • One Team – Focus on the outcome to be achieved, take ownership of your responsibilities and work with colleagues across the council and beyond to deliver. • Innovation – Challenge the way things have always been done; take appropriate risks and look for opportunities to work differently to improve services. • Commercial – Be as careful with the council's money as you would your own. Make the most of opportunities to improve the quality of services by getting real value from internal and external relationships, and securing the best outcome. • Enthusiasm – Bring energy and commitment to your work, be proactive and open to change and look for opportunities to contribute to service improvement and organisational goals. • Training in methods and knowledge relating to behaviour management e.g. positive behaviour support. • Ability to access a variety of locations 	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)



Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input checked="" type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input checked="" type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/>	Rotating shift work	<input checked="" type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors



<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input checked="" type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

