Registered Charity No. 243044

JOB DESCRIPTION

Job Title:	**Residential Social Care Worker**
Department:	**Children's Residential Care**
Responsible to:	**Assistant Managers and Registered Managers**
Location:	**Children's Residential care homes in the area of Nottinghamshire**
Hours:	**Full-time 37.5 Hours per week average - Shift pattern to include days, evenings, nights, weekends, bank holidays, sleep-ins and lone working.** **Casual work available**
Salary:	**£18,000 - £19,000 per annum (pro rata)**

Job Purpose

- To ensure the physical, emotional and other daily care needs of children / young people are provided within a supportive, homely, professional and caring environment
- To work within Government Guidance; Ofsted regulations, the City and County Council's guidance and the Association's policies and procedures in order to meet National Standards and meet the needs and achieve good outcomes for the young people in the homes
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

Principal Responsibilities

1. To ensure that care is provided within a professional, positive and homely environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs

2. To establish positive relationships with the children / young people, assessing needs and working jointly in producing, implementing, delivering and revising individual care plans.

3. To work with children / young people individually and in groups with the aim of enhancing relationships, self confidence, social skills, managing personal behavior and life skills

4. To organise and participate in activities for the children / young people

5. To work to provide a positive, welcoming and stimulating environment for the children / young people including carrying out cleaning, gardening and other domestic duties

6. To adhere to all reporting and recording procedures and ensure the production of timely reports and correspondence to a professional level

7. To communicate effectively with other agencies and professionals, and when requested prepare written reports

8. To be responsible for dealing with petty cash and other purchasing duties in accordance with established procedures and policies, ensuring that all petty cash dealt with is accurately recorded and reported

9. To act as a corporate parent to the children/young people, providing guidance and support to the children / young people whilst maintaining professional boundaries at all times

10. To work with a child / young person's key worker and ensuring key working sessions are carried out in a timely and appropriate manner

11. To ensure all duties associated with running a children's home during a shift are completed to a high standard. Such duties include: log book entries, completing running records, updating weekly planners, fire safety and health and safety checks

12. Ensuring that all other duties commensurate with running a children's home are completed to a high standard. Such duties include: household chores, light gardening duties and weekly food shopping
13. To be responsible for the management of shifts as required
14. To ensure necessary liaison and communication takes place within the home and outside with families, other members of the Association, schools, other agencies and the local community
15. To attend, with guidance, court proceedings, child protection conferences, panels etc and contribute reports and information as requested
16. To act immediately upon any suspicion, evidence, allegation or concern in relation to safeguarding in accordance with safeguarding children and young people policies and procedures
17. To work on designated projects as required and to keep abreast of developments within the profession
18. To provide cover in settled care homes.

Responsibilities of all YMCA staff, casual workers and managers

1 Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2 Other Duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to Act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

4 Relationships and Confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Association Ethos

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies at all times.

Line Management Responsibility:
None

PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	***Criteria***	***How Assessed****
Experience	1.1 Previous extensive experience of working with young people aged 12 – 18 in a residential social care setting	A, I
	1.2 Experience of handling conflict and managing sensitive issues to achieve positive outcomes	A, I
	1.3 Experience of working in accordance with established policies and procedures	A, I
Knowledge	2.1 Knowledge of relevant Child Care Legislation, Government Guidance and Best Practice	A, I,
	2.2 Good Knowledge of Child Safeguarding Policies and Procedures	A, I,
	2.3 Understanding of Child Development	A, I
	2.4 Understanding of the complexities of group living	A, I,
	2.5 Understanding of strategies for managing challenging behaviour (inc. de-escalation procedures)	A, I
Education/ Training / Qualifications	3.1 Level 3 Children and Young People Workforce Diploma or willingness and ability to obtain within 12 months	A, D
	3.2 Good level of numeracy, literacy and IT	T
	3.3 To have the Children and Workforce Development Induction Award or be willing to complete it within the first 6 months in post	A, I, D
Skills & Abilities	4.1 Excellent verbal communication skills on the phone and in person with staff, children / young people, schools, statutory agencies and families	A, I, T
	4.2 Excellent written and IT skills sufficient to complete records, write accurate reports, maintain logs, write correspondence etc	A, T
	4.3 Ability to deal with stressful, difficult and challenging situations appropriately and effectively	A, I
	4.4 Ability to work on own initiative and as part of a team	I

	4.5 Motivation to work with children / young people demonstrating challenging behaviour in a residential setting	I
	4.6 Ability to present as a stable and consistent role model for young people and other staff	I, T
	4.7 Ability to engage with and motivate young people / children on a group and individual basis	I, T
	4.8 Ability to contribute effectively to the production, recording, implementation, evaluation and review of assessment plans	A, I, T
	4.9 Ability to demonstrate good parenting skills and maintain appropriate, professional relationships with children / young people	A, I, T
	4.10 Ability to de-escalate situations, manage behaviour and undertake appropriate restraint if required	A, I
Other work related requirements	5.1 Ability to support the Christian core values of the Association	A
	5.2 Willingness to undergo a satisfactory enhanced CRB check	D
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds including those who have experienced an unsettled childhood	A, I
	5.4 Ability and willingness to work a 24 x 7 rota system, lone work and complete sleep-ins	A, I
	5.5 Ability and willingness to provide cover at other settled care homes	I
	5.6 Full driving licence (preferably with no endorsements, Desirable but not essential)	A, I, D

***When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,
(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity

Nottinghamshire YMCA is committed to the protection of children and vulnerable adults