

ROLE PROFILE

Human Resources and Organisational Development



Role Profile					
Job Title	Residential Care Officer	Job No. (Office Use)	S21	Grade (Office Use)	E
Directorate	People		Department	ChIDS	
Division	ELAFS		Team	Short Breaks	
Reports to (Job Title)	Service Manager		Competency Job Type (Corporate Posts only)	Customer Facing Worker	
Suitable for Job Share (Y/N)	Yes		If No state reason		
Location	Various		Shift Pattern	Ability and willingness to operate within flexible working patterns	
CRB check required	Enhanced				

Job Purpose	<p>To provide an enriching, enabling and fun experience for children and young people with disabilities.</p> <p>To work in a team with other Residential Care Officers, nursing staff, teachers and Teaching Assistants to create an environment in which the needs of children with disabilities can be met.</p> <p>To provide a high standard of care and quality of service consistent with individual need and in accordance with policies and procedures.</p>
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Decision Making	<p>The job involves working from instructions, but making minor, routine decisions involving the use of initiative. Problems are referred to a supervisor or manager. Little close supervision is necessary beyond that provided by working arrangements and methods.</p> <p>The post holder works within agreed policies and procedures and ensures compliance with the relevant legislation, e.g. Children's Act, Health and Safety Regulations.</p>
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Accountabilities	<ul style="list-style-type: none"> • Work with staff in assessing developing, implementing and monitoring childcare programmes, care plans, risk assessments and behaviour programmes. • Hold a keyworking role to up to three children. • Responsible for promoting and safeguarding the welfare of children with special needs, including the provision of personal care. This includes facilitating the social skills and independence of children • Issue and complete relevant documentation associated with prescribed and non-prescribed medication and provide routine treatments
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	<ul style="list-style-type: none"> • No responsibility for supervision of staff, but may occasionally assist with work familiarisation for new members of staff and provide information to managers for use in supervision. • Attend to the day-to-day care of the young people and their belongings, including looking after pocket money in accordance with procedure • Responsible for performing cleaning and other household duties as part of the role • Maintain accurate records and other paperwork for correct monitoring of young people • Organise and promote recreational activities that encourage young people to develop their own interests and skills both on and off site. • Undertake other duties appropriate to the grade of the post • Undertake role as 'shift leader' on a rotational basis. • Attend reviews and meetings for children when asked to do so
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Demands	<p>This post may involve periods of considerable physical effort to include lifting, carrying, bending, pushing and pulling, for example when providing personal care for children. Will also be required to change children's soiled clothing as necessary to ensure their comfort.</p> <p>The duties of the post require lengthy periods of alertness when supporting service users. Alertness is also essential when administering prescribed and non-prescribed emergency medication.</p> <p>The post holder is regularly subject to emotional demands due to their contact with children and young people who have disabilities.</p>
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Working Conditions	<p>The post holder faces considerable exposure to young people exhibiting challenging behaviours and can be at risk from verbal and physical abuse. They attend to minor ailments and incidents, including clearing up after beds are soiled and after sickness occurs. This may require the changing and cleaning of bed linen etc. Protective clothing (gloves, overalls etc) is worn regularly.</p>
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Experience, Knowledge and Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 in Child Care and Young People or BTEC National Diploma level 3 in Social Care or other similar qualification from a social care, education or health background • Willingness to participate in in-service training, in particular training that requires a professional practitioner to delegate a particular task and determine that support staff are competent • Training in a range of relevant areas including Safeguarding, Manual Handling, Person-Centred Approaches • Literacy and numeracy commensurate with the grade of the post • Experience of working with children with disabilities and / or special educational needs • Experience of working in an environment where person-centred approaches are implemented • Experience of using alternative communication systems e.g. BSL, Makaton, Symbols, PECS • Basic knowledge of relevant legislation, policy and practice in relation to children and young people with disabilities and children's homes • Knowledge and / or experience of working with children and young people with disabilities who have complex health care needs
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Skills and Technical	<ul style="list-style-type: none"> • Judgemental and problem solving skills to assess the needs of children with special needs, making routine decisions based on established procedures and
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Competencies	<p>dealing with straightforward problems or issues e.g. minor ailments of children as these occur</p> <ul style="list-style-type: none"> • Developed caring skills are required to provide personal care to children who are not in their home environment and to support them by recognising and responding to their individual needs • Communication skills to establish constructive relationships with children and their families and to liaise with other members of staff in respect of information about children, adhering to confidentiality and other policies and procedures • Skills to use specialist equipment with considerable precision e.g. hoists for manual handling, feeding tubes, etc or to assist the nurse with administering emergency medication if required • Keyboarding skills required occasionally to complete basic records
Corporate Standards	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures. • Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.