

# Job Description

## For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

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

#### Role Details

Job Title:	Children's Residential Practitioner	JEID	SW01B
Salary Grade:	Grade H		
Team:	Corporate Parenting		
Service Area:	Children and Families		
Primary Location:	Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Registered manager		
Responsible for:	Children in the home		

#### Role Purpose

Warwickshire are opening our first homes for children and are recruiting individuals to care for our children.

As a Children's Residential Practitioner you will be responsible, together with other team members, for the quality of day-to-day care, administration, and organisation of the Children's Home, and ensuring Care Plans for Children and Young People are followed.

As a Corporate Parent, working with children, young people, carers, families and other partner agencies in meeting the needs of Children in the Children's Home to ensure that all statutory regulations and other additional instructions and good practice are adhered to and that the appropriate records are maintained at all times. To promote and maintain positive anti-discriminatory and anti-racist practices

The role will require shift working including working some weekends and evenings. Sleep-in's and unsociable hours will attract additional payment.

## Role Responsibilities

Working together with social workers, residential staff, and other practitioners to implement practical and emotional support, promoting a strong culture of collaboration built through joint working and a shared vision in supporting the child.

- To demonstrate good child care practices in own direct work with children to provide a model for other staff members
- Key Workers encouraging them to be responsible for and accountable to senior staff in ensuring effective assessment monitoring, planning and evaluating for each child takes place.
- To ensure that full and complete casework records for young people are maintained and that sound decisions are made and carried out.
- To actively seek the views and opinions of children and provide a platform from which they can be heard.
- To carry out specific tasks as delegated by the Registered Manager/ Deputy/ Seniors
- To assist other staff members in carrying out their administrative duties.
- To assist the Registered Manager in disseminating information, instructions of the outcomes of these meetings to the staff team.
- To perform any other reasonable task that the Registered Manager and his/her Deputy may ask from time to time.
- To act as driver and/or escort transporting young people to and from school, on shopping trips and activities.
- Flexible working, To perform sleeping-in duties as required.
- Meet the needs of children and young people, using a restorative approach, developing strong relationships to support children make their own decisions and actively engage.
- Delivery of direct work with children through their plans of support.
- Developing and maintaining strong partnerships with other services, the community, and agencies to deliver a holistic service to children with complex needs.
- Delivery of specialist interventions and programmes
- As part of the staff development process, to undertake other duties at a higher responsibility level commensurate with relevant experience and ability as directed by the Registered Manager, within the framework of the employees Performance Development Review.
- To work as part of a multi-agency team, contributing to Placement Plans, Care Plans and Pathway Plans (where applicable) for each child or young person and help to formulate clear aims and objectives as necessary
- To act as a key worker to a child and be a positive role model for children and other staff in a range of contexts
- Organising, providing, and participating in stimulating activities for young people during their leisure time, which may also include holiday breaks with the children and young people away from the Children's Home (usually between four to fourteen days)
- To communicate effectively with children, families, colleagues, the community, and other agencies to share information and skills.
- To work within the Procedures of Warwickshire Safeguarding Children's Board and County Council in order to effectively safeguard and protect children.
- To attend appropriate continuous development activities as are required and suitable, in agreement with the line manager.
- To have responsibility for safe and appropriate working practices following policies and procedures of the Children's Home.

- To complete recording, monitoring, planning and evaluation systems in line with Service processes and requirements.
- To attend and participate in all team meetings and all appropriate meetings as directed.
- To attend and participate in all training and development activities required as part of the role.
- To build working relationships with other professionals and agencies, supporting an effective multi-agency liaison and work effectively as part of a multi-agency team.
- To maintain an up-to-date knowledge, including relevant policies and legislation and ensure that it is shared and promoted appropriately.
- To undertake training as necessary. Induction Courses and both internal and external training courses (including QCF Level 3 Children & Families if not already completed).
- To commit to undertaking QCF 3 Children & Families within 6 months of being in post. You would need to be prepared to undertake some research and study to further your training when off duty.
- To undertake other duties that the County Council shall from time to time require that are commensurate with the grading of the post.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Social Care Worker – Level 1b
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### Main Tasks

- Contributes to the social care service received by individuals, families and groups by undertaking straightforward case work including assessment and support planning and/or designated tasks on more complex cases, in an anti-discriminatory manner.
- Provides a flexible range of support to individuals and their families to help to prevent crises and family breakdown and promote independence/rehabilitation.
- Practices accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- May undertake some professional worker tasks, with appropriate supervision and support, in preparation for future professional training if appropriate.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate for straightforward cases or contributes to these activities in more complex cases.
- Assists accountable case holders in ongoing adult protection/child protection cases, with close supervision, attending planning meetings, case conferences and reviews as required.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs where appropriate or assists a professionally qualified worker to do this where this is more suitable.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Ensures that all recording of social care activity is carried out in accordance with policy and procedures.

- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

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).

### Essential Criteria

Assessed By:

Good literacy and numeracy skills	A, I, T
To be able to independently interpret and analyse information and facts to solve varied problems	A, I, T
The ability to demonstrate caring skills to meet the welfare needs of our clients, some of whom will have particularly demanding needs and to be able to advise and guide our clients to enable them to solve particular problems	A, I, T
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A, I, T
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, I, T
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability and experience to cope with significant emotional demands, caused by contact with clients who are seriously disadvantaged in some way	A, I
Ability to work well with colleagues, including managers, as a member of a team	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I
Satisfactory check through the Disclosure and Barring Service	D

### Desirable Criteria

Assessed By:

Ability to work on a flexible basis. Available to work shifts, including some weekends as part of a rota, public holidays.	
To join holiday activities away from the Home for a number of nights and to cover for emergency arrangements including rota changes and extra sleep-in duties.	
Ability to develop and maintain partnerships with internal and external services and organisations to secure best possible outcomes for children.	

A Relevant Child and family qualification to Level 3 with evidence of substantial experience as a family support worker or a NVQ Level Four or equivalent qualification in a relevant Child & Family subject or commitment to undertake the QCF qualification within 6 months of being in post.	

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<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 type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input 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 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 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):	