**Job Title:** Care Practitioner

**Reports to:** Regional Manager via Registered Home Manager

**Job Purpose:**

To provide high quality therapeutic care to young people as part of the group.

* To contribute actively to the creation and maintenance of a therapeutic homely environment, taking into account the young person’s wishes and preferences.
* To understand, contribute to and deliver the young person’s Quality of Life Plan on a daily basis and ensure that all the basic physical needs of the young person are met.
* To make decisions that are in the best interests of the young people and the organisation at all times.
* To be alert to signs of distress, neglect or abuse, ensuring that the young people are monitored and protected.
* To know, understand and role model the group’s cultural and behavioural expectations as leading provider of therapeutic childcare and employer of choice.
* To know, understand and promote the group’s service delivery as a leading provider of therapeutic childcare, as a commercial ambassador for the company.

# Key Responsibilities:

To act in a manner that is befitting of the group as provider of children’s services and in line with the organisation’s values at all times.

* To apply a comprehensive understanding of the group’s policies and procedures as an employee and all aspects of working practices.
* To understand and apply safeguarding practices and processes, maintaining vigilance when supervising young people in line with risk assessments to ensure that significant behaviours are noted and records.
* To utilise the organisations whistle blowing policy to ensure that poor practice, negligence and dishonesty is dealt with appropriately.
* Keep up to date accurate records for the young people in line with systems of the home.
* Carry out tasks and maintain all relevant records pertaining to fire safety, health & safety and other records as directed by the line manager.
* To develop an understanding of PACE (Playfulness, Acceptance, Curiosity and Empathy) House Model of Therapeutic Parenting and implement this on a daily basis in the care of young people.
* To implement all learning with regard to training – including PRICE (Protecting Rights in a caring environment) on a daily basis.
* To set high standards of home-making and care for the fabric, equipment and grounds of the homes and wider organisation. Ensuring all domestic duties in the home are carried out to the highest possible standard.
* Be mindful of race, culture, language, and religion, to ensure that every young person is treated fairly and as an individual entitled to respect and dignity.
* Be sensitive to the needs of individual young people and provide support and comfort to young people under stress.
* Develop and implement daily shift planners and weekly planners for young people to ensure the smooth running of shifts.
* To work with internal and external services and professionals to ensure continuity of care for young people, maintaining professional relationships with young people, individuals with parent responsibility, social workers, teaching staff and other professionals involved in the care of young people.
* Be accountable to the homes petty cash and ensure financial systems and processes are followed correctly.
* With support from your line manager use the home rota to manage your own training commitments and annual leave responsibilities effectively, ensuring that you are proactive and use initiative to ensure that all working hours are used effectively.
* To demonstrate flexibility where practicably possible to support our homes in covering rota’s
* To communicate positively and constructively about the young people, colleagues and organisation at all times.
* Make use of regular supervisions and consistently demonstrate the skills to engage in personal reflection about the impact of the working on one’s own feelings, one’s colleagues and about one’s own strengths and weaknesses.
* Utilise written communication effectively to share significant information with colleagues, line managers and other relevant professionals in a timely fashion.
* To act with initiative, accountability and responsibility at all times to assist with functioning of the team, providing leadership, direction and guidance on shift.
* To contribute to other projects, initiatives and recruitment processes in the wider organisation as required.
* To be aware of policies and procedures and act according to them.
* Undertake any other reasonable duties as may be required commensurate with the level of the position.

The key activities relevant to this role do not form an inclusive list of expected duties. Post holders are expected to complete all activities related to the achievement of these objectives along with any other activities deems appropriate for the seniority of this position as directed by senior managers.

The Company reserves the right to amend or modify this job description in accordance with the operational needs of the business.

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Experience, Skills & Qualifications:**

***Values***

* Ability to demonstrate, understand and role model work place values at all times.
* Professionalism – in our practice judgements, attitudes and behaviour.
* Respect – towards others ensuring a safe, trusting and supportive environment.
* Integrity – demonstrating honest and openness.
* Determination – and commitment to engage young people and the wider work force in learning experiences.
* Excellence – in the pursuit of quality of life and better outcomes for young people.

***Personal Qualities***

* Energetic, enthusiastic and self-motivated.
* Conscientious.
* Dependable, organised and structured.
* Assertive and confident.
* Able to build effective relationships.
* Eye for detail.
* Good interpersonal/ social skills.
* Honest, transparent and not afraid to admit when you have made a mistake or need assistance.
* Solution focused.
* Innovative and creative.
* Able work as part of a team whilst being able additionally to use own initiative.
* Respect for confidentiality.
* High emotional intelligence.
* Personal boundaries.
* Good listener and able to use communication skills effectively.
* Maintenance of personal and professional integrity.
* Do what you say you will.
* Relate honestly to young people.
* You follow agreed standards in your work and ensure you provide safe and effective service to others.

***Knowledge, Skills and Aptitudes***

* Develop an understanding of relevant legislations (Children’s Home Regulations 2015, Quality Standards 2015 and Towards a Stable Life, Brighter Future 2002) and how these are reflected in daily working practices.
* Experience of working with young people is desirable.
* Act with integrity, honesty and child centred practice at all times.
* Accommodating approach to work and ability to work shifts and travel flexibly.
* An understanding of the impact of abuse, neglect and trauma on children.
* An understanding of the challenges faces by looked after children in care.
* Ideally have an understanding of how to support children and young people with challenging behaviour.
* Understanding of child protection legislation and its purpose.
* Understanding of oppression and ability to demonstrate and promote anti-discriminatory practice.
* Ability to support staff.
* Ability to communicate effectively and promote effective relationships with a range of professionals and young people.
* Ability to work well under pressure and to strict deadline.
* Ability to effectively multitask and prioritise.
* Good written and verbal communication skills.
* ‘Can do’, proactive approach to developing inclusive, enabling learning environments.
* An organised approach.
* Good logical thinking and problem solving ability.
* A high level of accuracy and attention to detail.
* Ability to work with and without supervision.
* Ability to manage own time.
* Ability to role model both tangible and intangible behaviours and attitudes in line with organisational objectives.
* Ability to develop positive and trusting relationships quickly.
* A sound understanding of Microsoft Office components, including knowledge of Excel.
* Ability to drive and has use of own vehicle.

***Education, Training and Qualifications***

* Evidence of essential qualification will be required prior to employment commencing.
* Commit to ongoing personal and professional development, ensuring regulatory training is completed and refreshed according.
* Basic literacy, maths and computer skills.
* Completion of two-week induction programme.
* Hold a level 3 Diploma in Caring for Children and Young People or Children and Young Peoples Workforce. If you do not hold this, you will meet timescales for completion of induction booklet and essential Level 3 diploma.
* Completion of probationary period.
* Develop skills, knowledge and experience in accordance with a personal development plan to develop working practice and set professional goals.
* You must be willing to undertake any training or qualifications as deemed necessary by the organisation.

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_