



JOB DESCRIPTION: Senior Residential Childcare Worker

Objective: To assist the Registered Manager in promoting and maintaining the highest standards of child-care practice within the overall philosophy and ethos of the home.

Responsible to: Registered Manager / Head of Service / Operations Manager

Responsibilities in relation to the residents

- R1. To provide primary care and supervision to all the young people on a day-to-day basis, ensuring that all aspects of their physical, emotional, social and intellectual needs are met as individuals and within the group setting.
- R2. Working as an appropriate adult figure to establish and maintain professional relationships with all the young people.
- R3. Contributing to and implementing the child-care philosophy, its policies, procedures and any associated guidance.
- R4. Liaising with teaching staff on any significant issues about children which can affect education, assisting and delegating staff to support children within the classroom.
- R5. Identifying the range of resources that are available to meet the child's or young person's needs.
- R6. Agreeing and implementing, with all the relevant people, the action that will be taken to meet those needs.
- R7. To be a key worker and be identified as a significant member of staff for certain young people/children through taking responsibility for meeting their individual needs:
 - Purchasing of clothing
 - Accompanying children to court, doctor, hospital etc
 - Spending time with the young person/people on a one to one basis
 - Ensuring their dietary, cultural, medical and everyday needs are met
 - To liaise with the company consultants in respect of planning the therapeutic needs of individual
 - As a key worker help to formulate relevant individual plans for a young person/child and their family/foster parents if appropriate, through consultation with them, social worker, management, and other concerned professionals if involved

- Representing young people/children at their statutory reviews
- Weekly, or as appropriate, therapeutic sessions helping young people/child to look towards the future by coming to terms with painful pasts, through collecting information, family history, life story work, functional age, photos and visits

- R8. To prepare and write reports for statutory reviews and case conference
- R9. To maintain accurate and objective written records in logs, daily sheets and files etc
- R.10 To keep an accurate written record of all steps taken to enable regular monitoring and evaluation to take place.

Responsibilities in relation to staff

- S1. To take responsibility as nominated senior officer to plan shifts and ensure their smooth running when on duty, leading a team of residential childcare workers.
- S2. Ensuring that staff work within company policies and procedures and adhere to agreed daily routines. That key workers are enabled and supported in fulfilling their responsibilities as detailed in their respective job descriptions.
- S3. To have an understanding of policies and procedures, both internal and external including: Child Protection Procedures, Health and Safety Law and The Children (Scotland) Act 1995, and their implementation.
- S4. To take part and contribute to regular supervision sessions with performance appraisals every 12 months.
- S5. To undertake informal supervision of nominated Residential Childcare Workers when working alongside them. Reporting to the Registered Manager any issues of practice, or capability which might lead to possible disciplinary action.
- S6. Providing support to colleagues by being aware of and responding to individual group needs.
- S7. Discussing and overcoming personal differences.
- S8. Regularly attending staff meetings to develop the care of children by reading, writing reports, receiving and sharing information with team members.
- S9. To attend any in house training opportunities that are provided by the Unit and participate in any programmes offered.
- S10. To take responsibility for ensuring that confidentiality is maintained by self and all staff.
- S11. To work on a rota basis, this includes bank holidays, weekend cover and sleep in duty. Being available as back up in crisis situations and on occasions take part in an 'on call' rota as part of the management team.
- S12. Maintain good time keeping.
- S13. To take responsibility for your own professional development and be accountable for your practice.

Responsibilities in general

- G1. Any other duties as appropriate to the post, which evolve as the job progresses until the job description is reviewed.

- G2. Maintaining the Unit in good order, and reporting any defects/repairs required as and when needed.
- G3. Deputise in the absence of the registered manager.
- G4. Any other duties as designated by the management team.
- G5. Able to demonstrate an understanding and commitment to anti-discriminatory practices and equal opportunities.
- G6. Possession of a current driving licence.