



Job Description – Roles and Responsibilities

Residential Childcare Worker

Objective:

To support the **Senior Residential Childcare Worker / Shift Leader** in creating and maintaining a safe, nurturing, and structured environment for young people, ensuring high standards of care in line with best childcare practices.

Reports to:

- Senior Residential Childcare Worker
- Registered Manager
- Head of Care

Key Responsibilities

Supporting Children and Young People:

1. Provide direct care and supervision, ensuring that each young person's **physical, emotional, social, and educational** needs are met.
2. Act as a **positive role model**, building and maintaining professional, trusting relationships with residents.
3. Follow and uphold policy and practice guidelines, ensuring compliance with the **SSSC Code of Practice** at all times.
4. Identify and facilitate access to resources that support young people's development, including **healthcare, education, and personal growth**.
5. Work collaboratively with **senior staff, local authorities, families, and education providers** to implement appropriate care plans.
6. Ensure that each young person's **health, nutrition, and safeguarding needs** are met, while also supporting the development of **independent life skills**, such as cooking, budgeting, and personal care.

Key Worker Responsibilities

7. Take an active role in meeting individual needs by:
 - Coordinating the purchase of essential personal items such as **clothing and toiletries**.
 - Accompanying residents to **medical, legal, and personal appointments**.



Outcomes First Group

- Spending **dedicated one-on-one time** to foster trust and emotional support.
- Collaborating with professionals to develop and implement **therapeutic care strategies**.
- Assisting in the **development and review** of individual care plans in consultation with the team leader, social worker, and other key stakeholders.

Administration & Reporting

8. Represent residents in **formal reviews**, advocating for their needs and well-being.
 9. Maintain **accurate and objective records**, including daily logs, reports, and key worker checklist tasks, ensuring all aspects of care are properly documented and monitored.
 10. Ensure the logbook is maintained with **accurate timings and actions**, following the professional criteria of completing this.
 11. Ensure reporting is completed in a **timely manner**, with incident reports fully completed within a 22/ 48-hour period.
-

Responsibilities in Relation to Staff

10. **Engage in teamwork** by attending staff meetings, sharing and receiving information, and contributing to reports.
 11. **Participate in training**, including Crisis Prevention Intervention (CPI) and safe-hold techniques, to ensure best practices in managing challenging behaviours.
 12. **Support colleagues** by being aware of team dynamics and responding to group needs.
 13. **Demonstrate professionalism** through good timekeeping, reliability, and adherence to workplace expectations.
 14. **Ensure compliance** by keeping **SHINE records and policy updates** accurate and up to date.
 15. **Promote a positive work environment** by discussing and resolving personal differences professionally, including participating in shift debriefings.
 16. **Be available in crisis situations**, responding in line with company policies and procedures.
 17. **Engage in regular supervision**, taking an active role in professional reflection and improvement.
 18. **Work flexibly** as part of a rota, including bank holidays, weekends, and sleepover duties.
 19. **Take responsibility for personal and professional development**, staying accountable for best practices in childcare.
 20. Ensure the **home is maintained** at a standard fit to provide a safe, warm, homely and nurturing environment. This including house keeping duties and maintenance. Report any health and safety concerns in line with procedure.
 21. **Actively contribute** to staff handovers and debriefs, take guidance and delegation of tasks from Senior/ Shift Lead.
-



Outcomes First Group

General Responsibilities

20. Undertake any additional duties relevant to the role as the job evolves.
21. Carry out tasks as assigned by direct line management or senior leadership.
22. Uphold **anti-discriminatory practices and equal opportunities**, ensuring an inclusive and respectful environment for all.
23. Comply with required **qualifications** such as SVQ 3 and HNC or equivalent.
24. Possession of a current driving licence.