

## JOB DESCRIPTION

<b>Job Title</b>	Residential Support Worker – Lead Shifts		
<b>Directorate</b>	Children & Family Services		
<b>Reporting to</b>	Residential Team Leader		
<b>Grade</b>	13		
<b>Evaluation ref:</b>	AG1201	<b>Job Family ref:</b>	C&F
<b>Role purpose</b>			
Lead and work with children and young people to support them in all aspects of their life.			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Responsible for leading shifts, including taking lead responsibility in dispensing and administering medication, delegation of tasks, shift leaders will conduct handover between shifts and ensure all relevant information is handed over.</li> <li>• Work directly with children AND young people in all aspects of their daily life including enriching activities.</li> <li>• Work specifically with one or more young person in a “key worker” role.</li> <li>• Write reports for and contribute to reviews and planning meetings on young people.</li> <li>• Attend and contribute to monthly team meetings at the home.</li> <li>• Undertake all required training as part of the residential development plan.</li> <li>• Work closely with the young person’s family and support network.</li> <li>• Monitor, advise and assist with the young person’s education and health needs.</li> <li>• Keep the young person’s records and files up to date.</li> <li>• Liaise with other professionals in all aspects of a young person’s support needs.</li> <li>• Adhere to the local authority code of conduct when representing children’s social care in or outside the home.</li> <li>• Encourage and maintain the young person’s links with their community.</li> <li>• Provide a “homely environment” e.g. ensure the home and grounds are maintained, provide food, transport the young people, assist with domestic chores and generally being a good parent.</li> <li>• Take responsibility for a specific delegated area of work, e.g. fire officer, coordinate volunteers, which may vary across the homes.</li> <li>• Embrace the ethos of the homes statement of purpose, contribute to the development plan and maintain a high quality of care in line with the children’s home regulations.</li> </ul>			

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Impact			
<b>Contacts &amp; Relationships</b>			
<ul style="list-style-type: none"> <li>Maintain positive contact and interaction with children and young people and colleagues as an essential part of everyday work. Where appropriate, contacts are made with service colleagues, health professionals, GPs, voluntary bodies, and other agencies relating to Children and young people's needs in order to receive and pass information and deal with day-to-day issues relating to the provision of care outcomes and emergencies</li> <li>Across the 3 CWD homes there will be a management structure consisting of a responsible individual, registered managers, deputy managers and team leaders.</li> <li>Will provide support to cover staffing shortages at the other homes.</li> <li>Each home is responsible for their allocated annual budget and will undertake financial accountability.</li> </ul>			
Knowledge / Experience / Skills			
	Essential	Desirable	
<b>Knowledge</b>			
Knowledge of a caring or supportive role.	X		
<b>Experience</b>			
Experience in caring or supportive role – not necessarily in paid employment.	X		
Some experience in a supportive role, for example: within community, hospice, charity – not necessarily paid employment.		X	
<b>Qualifications / Registrations / Certifications</b>			
Willingness to work towards Level 3 Diploma for the Children & Young People's Workforce.	X		
Qualified and willing to drive a vehicle, possibly a minibus.		X	
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Good standard of literacy or numeracy skills.</li> <li>Clear, legible handwriting for records and files.</li> </ul>	X		

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<ul style="list-style-type: none"> <li>• Ability to adapt to changing priorities.</li> <li>• Advanced communication skills, including the ability to influence, negotiate and problem solve.</li> <li>• Ability to promote and safeguard the welfare of the children and young people.</li> <li>• Ability to provide advice and guidance in fluent spoken English.</li> </ul>			
<p><b>Working Conditions</b></p>			
<p>Shift work, including alternate weekends and sleep-in duties. Will provide support to cover staffing shortages at the other homes.</p>			
<p><b>Working Arrangements</b></p>			
<p>Somerset Council's dynamic Working Strategy will be applied to this position.</p>			
<p><b>Corporate Responsibilities</b></p>			
<p>Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>			

Date: November 2024