



Hill Top Childrens Care

Job Description | Person Specification

Hill Top Childrens Care

Job Title: Senior Support Worker

Accountable to: Deputy Manager | Registered Manager | Responsible Individual

Responsible for: Support Workers

Equal Opportunities

All young people are equally entitled to have their needs met in a fair and balanced way. The Senior Support Worker is responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

OBJECTIVES

Support children and young people to develop and improve their relationships with others, their social and life skills, academic attainment and participation in recreational and leisure pursuits through contributing to the provision of stable, secure and safe surroundings, planned activities and individual interventions.

MAIN PURPOSE OF THE JOB

- To establish a nurturing and supportive relationship with children and young people in order to help them develop functional and constructive relationships with others.
- Within the overall framework of Hill Top's philosophy of care and Statement of Purpose to participate as a team member in providing care and support to the children and young people placed in the home.
- To work with the rest of the team to provide a stable, caring and supportive environment for children and young people that respects and affirms their racial, cultural and religious identity and lifestyle.
- To assist children and young people to develop socially acceptable behaviour through encouragement of positive behaviour, constructive response to inappropriate behaviour and adherence to Hill Top's behaviour management strategies.
- To act at all times within the framework of the Core Principles.

TASKS | DUTIES | RESPONSIBILITIES

- To be responsible to the team, Deputy Manager and the Registered Manager for the direct care of the children and young people and support of the staff team when on duty.
- To actively promote Hill Top Childrens Care's philosophy of creating a family style home and maintain the home's Statement of Purpose.

PROFESSIONAL CHILD CARE PRACTICE

- To assist the Deputy Manager and Registered Manager in managing a staffed residential home for children with emotional and behavioural difficulties.
- To help promote a stimulating, caring and culturally appropriate environment for the children and young people.
- To provide practical and emotional support to enable Children and young people under the guidance of the Deputy Manager /Registered Manager.
- To work closely with children and young people and their families according to programmes and plans that has been put in place.
- To deputise in the absence of the Deputy Manager
- To lead shifts when on duty
- To key work at least one child/young person or to take a co-key worker role.
- To manage the key child's finances and keep accurate evidence with receipts in this regard.
- To administer medication and ensure all records are up-to-date.
- Being responsible for meeting children and young peoples' needs and communicating these needs to other staff and professionals involved.
- Writing review reports and other reports as necessary.
- Being involved in review meetings concerning children and young people.
- Being involved in setting up and implementing personal care plans for children and young people.
- To be involved in the selection, assessment, and admission of new children and young people with the Deputy Manager and Registered Manager.
- To help new children and young people settle into the home.
- To ensure that all children and young people's personal records are up-to-date and on files as is required by law

CHILDREN /YOUNG PEOPLE WORK

- Helping children and young people with leisure interests and skill development inside and outside the home.
- Domestic duties (washing, cleaning, cooking etc)
- Participation in the house shopping with young people where possible
- Listening to children and young people, including their feelings about any difficulties they may be having.
- Helping children and young people to keep their possessions and living areas clean, tidy and safe.
- Helping children and young people to make informed choices.
- Accompanying children and young people on holidays.
- Implementing individual care plans set out for children and young people.
- Assisting with day care activities.
- Communicating with other staff about children and young people's needs/ activities.

- Recording children and young peoples' needs/activities/behaviours in the home's diary system.
- Facilitating regular Young People in House Meetings. Ensure that they are planned.
- To help ensure that each children and young peoples' health needs are met including:
 - Liaising with medical services (e.g. GP, Dentist)
 - Liaising with specialist agencies
 - Liaising with school teachers
- Ensuring the implementation of appropriate medication procedures.
- Carrying out key working sessions
- Developing the co-key worker
- Monitoring of the general state of the home and its grounds
- Carrying out risk assessments and reviews
- Shift planning and delegation of tasks
- Conflict resolution and debriefs at the end of each shift
- Implementation of individual programme plans and their ongoing development.
- Establishing good relationships with children and young people' relatives and advocates.
- Co-ordinating reviews at least once a year for each child/ young person.
- Ensuring up to date records are kept in children and young people files.

LIAISON AND ADMINISTRATION

- To establish a good relationship with children and young people, friends and advocates.
- To work closely and in a professional manner with other professionals, both within and outside the Home e.g. GPs, Consultants, Social Workers.
- To use communication systems effectively e.g. diary, log book etc, and verbally to colleagues.

PERSONAL RESPONSIBILITIES

- Participate in and contribute to relevant meetings as necessary. These include for example, induction, handover meetings, supervision, appraisal and regular participation in staff and group meetings as required.
- Participate in appropriate training events as agreed with the Manager and, where necessary, undertake relevant NVQ training.
- Act as a member of the staff team and be aware of the importance of teamwork, supporting colleagues and receiving support as necessary.
- Take responsibility, as guided by your line manager during the induction period, to learn about all relevant policies, procedures and practices which apply in the home. Be aware of where these documents are kept and refer to them at any time for guidance as required.
- To maintain professional standards at work and to ensure conduct in and away from the home does not compromise their role in working with children and young people.
- To be a constructive member of the staff team, e.g. to work to the guidance of the Home
- Lead and work co-operatively with fellow workers and to use own initiative.

OTHER DUITES

- Be aware of, understand and apply the organisational and legal policies and procedures.
- Be aware of relevant information that requires daily attention such as young people's logs, incident files, sanction and communications books, diary etc. Ensure that all information is recorded accurately, legibly and in a timely manner and that it is communicated appropriately.
- Undertake any delegated tasks from your line manager such as weekly checks and monitoring

- Support your line manager during recruitment and induction programmes, carry out Supervision of junior staff.
- Take responsibility for your own personal development and attend training as required.
- Maintain Hill Top's policies regarding Health and Safety by taking personal responsibility for their own health and safety and drawing attention to any unsafe practices adopted by others. This includes general health and safety, food hygiene, fire prevention, proper use of hazardous substances, etc.
- Maintain client confidentiality at all times having no communication with the media or other outside bodies unless permission is expressly given by the Registered Provider (Director).
- Be involved in the promotion of good domestic and material standards throughout the Home.

SAFEGUARDING AND CHILD CENTERD RESPONSIBILITIES

- Be alert to any signs of distress and abuse, and to ensure that children and young people are monitored and protected, reporting any concerns to the line manager.
- Ensure the rights and needs of children and young people are met as fully as possible whether physical, emotional, social, educational, spiritual or cultural. Ensure all relevant information on the young person's background and present needs is available, read, understood and signed off where necessary.
- Agree consequences to actions with children and young people that will benefit the child or young person and create opportunities for changes in behaviour and renewed confidence in line with the organisation's practice model and with National Minimum Standards

GENERAL

- Ensure that the organisation Equality & Diversity policy is promoted at all times in the conduct of the Home's business.
- Ensure that the team complies with the organisation's financial rules.
- Adhere to the organisation confidentiality and safeguarding policies.
- Ensure that your own work and that of the team works within and contributes to the Home's, departmental and corporate plans.
- To give each child/young person practical skills and social status that are valued within their communities.
- To have anti-racist and anti-sexist work practices, which help children and young people value anti-discriminatory attitudes and behaviour.
- Driving the home's transport, if you have a clean driving licence.
- To work in line with the home's policy on Health and Safety
- Any other duties within the general scope of the post as directed by the Deputy Manager /Registered Manager.

PROBATION PERIOD

This position is subject to successful completion of six months' probation period. The Registered Manager in consultation with the Responsible Individual may terminate or reverse the appointment as a result of poor performance/incompetence or any such practice not befitting a Senior Child Worker.

This job description provides an indication of the role and responsibilities of the post but should not be construed as an exclusive list of duties that the post holder may be asked to undertake.

Person Specification

Category	Requirements	E D
Qualification	Level 3 Diploma for Residential Childcare (QCF) and willing to work towards Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services - Residential Childcare.	E
Experience	Experience of working in a residential setting for a minimum of 2 years and at least 1-year experience of working in a senior role in a residential child care setting.	D
	At least one year of experience supervising and managing professional staff.	D
	Staff Management. Use of appropriate leadership styles to resolve conflict, solve problems, elicit performance and motivate, support and direct staff.	E
	Experience of developing a range of youth involvement activities and opportunities.	E
	Experience of working within an assessment and support planning framework.	D
	Planning and prioritising resources effectively to meet Corporate objectives.	E
Knowledge	A thorough understanding of the kind of behavioural issues, which might arise with children and young people in a residential setting	E
	Experience of fostering and maintaining relationships, internally and externally.	E
	Experience of promoting client choice and diversity.	E
	Sound knowledge and understanding of emotional and behavioural difficulties, mental health disorders and learning difficulties.	E
	A knowledge of the principles of good management, staff supervision and leadership.	D
	Sound knowledge and understanding of Children's Home Regulations 2015, Care Standards Act 2000, National Minimum Standards for Children's home, Ofsted Policies and related legislation, Safeguarding	E

	Vulnerable Groups Act 2006, regulations and guidance.	
Skills and Ability	Experience and knowledge of quality and performance management techniques	D
	Financial awareness. Able to manage budgets.	E
	Excellent written and verbal communication and negotiating skills. Able to represent the organisation appropriately	E
	Excellent level of literacy skills to write and contribute to reports, logs, etc. Good IT skills, including word, excel, email and the internet.	E
Other:	Assesses risk and makes decisions accordingly	E
	Prepared to work within and promote the framework of policies and procedures applying to the way in which this home is operated	E
	Good organisation skills and ability to prioritise workload and team tasks.	E
	Driving licence and willing to drive company cars as necessary, including driving children and young people as required	E
	Ability to work early, late and weekends and to sleep in at the home on a rostered basis in line with the needs of the home.	E
E – essential D – desirable		

Safeguarding and child centred responsibilities

Be alert to any signs of distress and abuse, and to ensure that children and young people are monitored and protected, reporting any concerns to the Deputy Manager or Registered Manager. Ensure the rights and needs of children and young people are met as fully as possible whether physical, emotional, social, educational, spiritual or cultural. Ensure all relevant information on the young person's background and present needs is available, read, understood and signed off where necessary. Agree consequences to actions with children and young people that will benefit the child or young person and create opportunities for changes in behaviour and renewed confidence in line with the organisation's practice model and with National Minimum Standards.
