

KESWICK CARE LTD - JOB DESCRIPTION – Residential Support Worker

Objectives and nature of post

- To work under the supervision and advice of the person in Charge and the person on call.
- To work sensitively as a care team member in providing a warm, caring, enabling environment designed to fulfil the emotional, social and physical needs of those in residential care.
- The patterns of care and support in the home are based on the principles of autonomy, choice, privacy, dignity and fulfilment in order to provide a foundation and reference point for good standards of care practice. The residential care service within the particular establishment will be provided in accordance with the statement of purpose for the home.
- As a Residential Support Worker and as an individual, the Residential Support Worker will work in co-operation and consultation with clients and their families and allied services. You will also work closely with other staff in providing an appropriately flexible service in response to assessment and case planning. The aim is to provide a range of social care and therapeutic approaches to work with individuals, groups and families, appropriate to the needs of people in residence, and within the least restrictive environment possible.

Responsible to: The Person in Charge and the member of management on call.

Duties (under the supervision and advice of the person in Charge)

- 1 Have a personal and active involvement in all aspects of the care of residents, seeking to meet their emotional, social and physical needs.
- 2 Maintain the least restrictive enabling atmosphere in which residents can discover and develop their social skills and ambitions.
- 3 Participate in the admission of residents and the monitoring of their progress.
- 4 Contribute towards a planned responsive programme of development and rehabilitation designed specifically to enhance residents' skills and abilities leading to independent living where appropriate.
- 5 Actively contribute towards overall care through Care Planning and Individual Programme Planning, formulating and participating and involving residents in organising and implementing their social care programme.
- 6 Participate in reviews and case conferences as appropriate ensuring recommendations are implemented and maintained.
- 7 Record residents' progress through detailed recording systems designed to highlight strengths and weaknesses.
- 8 Assist residents through periods of illness, stressful or behavioural difficulties seeking medical or other assistance as appropriate.
- 9 Help to achieve the smooth running of all aspects of the home and participate in domestic/household activities as appropriate.
- 10 By the nature of a small home, cooking and household duties will be part of the staff's tasks in addition to the supervision and training of residents in these activities wherever possible.
- 11 Dependant on position as required by the person in Charge, assist with staff development, professional supervision and the organisation and deployment of staff.
- 12 In co-operation with the person in Charge, develop and maintain good relationships with the neighbourhood and community as whole, parents, teachers, social workers, other agencies and professional colleagues, as appropriate to needs of particular clients.
- 13 Share responsibility with the Person in charge for the security of drugs and other medications.
- 14 Will strictly observe the fire precautions and health hygiene requirements, as described in Council procedures.
- 15 Keep such records as required by the Department and Children and Families Management Team.

- 16 To participate in the 'sleeping in' rota.
- 17 Will at all times carry out duties in accordance with the highest professional standards.
- 18 Strict confidentiality in respect of residents, families and colleagues will be maintained.
- 19 The post holder's duties must be carried out in compliance with the Keswick Care's Equal Opportunities Policy.
- 20 The post holder's duties must be carried out in compliance with the Health and Safety at Work Act (1974), and subsequent Health and Safety legislation.
- 21 These duties and responsibilities should be regarded as neither exclusive nor exhaustive, as the post holder may be required to undertake other reasonably determined duties commensurate with the grading of the post without changing the general character of the post.

PERSONNEL SPECIFICATION

Attributes/Requirements	Essential	Desirable	How Identified
Education, qualifications and vocational training	Good general education including numeracy & literacy skills. Willingness and ability to obtain and/or enhance qualifications and complete required training as directed by SMT	NVQ Level 3 Caring for Children and Young People / Diploma in Children and Young People Workforce – Level 3 or actively working towards.	Application form Certificates Interview
Relevant experience	ANY Experience within any children, young people and families setting	Skills in group care practice with young people or children with challenging behaviour.	Application form References Interview
Knowledge and skills	Good written and verbal communication skills. Application of child/adolescent behavioural development. Understanding of confidentiality.	Knowledge of Children's Act 1989 and Children's home regulations 1991. Understanding of management of young people.	Application form Interview Written and group exercises
Personal characteristics	Ability to relate to staff and young people.	Confident, self aware and able to initiate and take decisions. Calm, confident and responsive manner. Patient but persistent. Resilient.	Interview Group exercise Written exercise
Physical attributes	As assessed and advised by the Occupational Health Adviser		Medical questionnaire Medical (if required)
Additional factors	Prepared to spend time away from	Able to organise necessary, reasonable and timely	Application form Interview

	home/work on residential outings and holidays. Able to work flexibly and beyond normal hours, if required, at times of crisis.	transport arrangements for children in residence.	
Contra-indicators	Criminal convictions, offences against children		