


## GLPC Job Description

	<b>Job Title</b>	Residential Childcare Officer
	<b>Directorate</b>	Children and Young People
	<b>Department</b>	Ade Adepitan Short Break Centre
	<b>Grade</b>	Scale 6
	<b>Reports to</b>	Ade Adepitan Short Break Centre Manager Deputy Manager
	<b>Staffing Responsibility</b>	A team of staff when shift leading in the absence of the Manager or Deputy when shift leading

### Job Purpose:

To be a professional member of a staff team responsible for the wellbeing of children/young people, giving adequate support to maximise their dignity, independence, privacy, and choice. To ensure the delivery of service within the aims of Every Disabled Child Matters, Children's Homes Quality Standards together with the Children Homes Regulations 2015 the basis of the regulatory framework under the Care Standards Act 2000 – for the conduct of children's home providers, and within the framework for Ofsted inspections. To make the short break an enjoyable experience for children and young people with autistic spectrum disorders, physical disabilities, and complex health needs.

### Principal Accountabilities and Responsibilities:

1. The post holder must at all times perform their duties with due regard to current legislation, Brent Council policies, procedures and guidelines, Children's Homes Quality Standards (2015) and Statement of Purpose, ensuring where not met appropriate action taken. The post holder must always carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
2. The post holder must at all times take account of the principles of the child/young person's choice and consultation, and the maximum participation of the children/young persons and their parents / carers in all decisions affecting them.
3. Undertake specific areas of responsibility allocated to you by the Short Break Manager/Deputy which will include:
  - Autistic spectrum disorders
  - Complex physical care
  - Updating Personal Evacuation, Positive Handling and Behaviour Management Plans
  - Administration of medication via gastrostomy or nasal tube
  - Gastrostomy or nasal tube feeding
  - Use of suction machine for children / young persons unable to expectorate.
  - Maintenance of tracheotomy tube

**N.B. Full certificated training by a Paediatric Community Nurse will be provided.**

4. Carry out the roles and responsibilities of a Shift Leader, co-ordinate shifts, offer support and guidance; allocate tasks and duties to self and other members of staff.
5. To be a keyworker for individual children or young people as assigned by the manager, ensuring key stages such as admission and transitions are properly managed in accordance with the provisions of their personal Care Plan.
6. To participate in implementing and monitoring the individual child/young persons Care Plan, by attending home and school visits, participating in reviews and other meetings. Converting this information into an outcome focused Placement Plan.
7. Prepare electronic written reports relating to the child or young person or any events concerning their welfare, staff or unit environment, and where necessary upload documents onto Framework. To undertake other administrative records and tasks as required.
8. Work in partnership and maintain effective channels of communication:
  - Staff – internally and externally
  - Children/young people
  - Parents, Carers and other family members
  - Social Workers
  - Educational staff
  - Medical personnel
  - Other professionals with a concern for the child/young persons need.
9. To prepare reports, attend and participate in team or other meetings such as Child in Need Reviews and Person-Centred Reviews.
10. Responsible for co-key working supervision of junior staff.

**PEOPLE**

11. To provide leadership, guidance and manage to the shift, whilst Shift Leading.
12. Organise the shift ensuring that the children/young people and staff are free from risk and that activity is enjoyable and a positive experience.
13. Mentor and coach junior staff and students on placement in order to achieve and maintain high standards of performance.

**FINANCE**

14. To ensure that whilst shift leading all staff operate financial systems, such as petty cash and pocket money. To record within departmental procedures and Financial Regulations all petty cash and pocket money transactions

**PERSONAL**

15. To develop knowledge of the issues relating to learning/physical disabilities and develop skills in order to relate to children/young people who use the service.
16. To have knowledge of childcare legislation and keep abreast of current legislation and childcare practices. To acquire knowledge of the Social Services provision and

responsibilities, particular in relation to the children and young people's short break service.

17. To maintain professional knowledge and competence through training, reading and other such activities through active participation in staff development programs, including regular self-assessment and ongoing self-development.
18. Actively participate in personal staff development programmes, including regular self-assessment and ongoing self-development under guidance from the post holder's supervisor. Identify appropriate points to seek supervision or advice and/or consult with other professionals.
19. Be flexible to work unsociable hours on a 24-hour shift rota pattern, to include Weekend, Bank Holidays and Sleeping In duties to be able to assist with lifting and manoeuvring disabled children/young people using appropriate aids and equipment.
20. Inform Manager immediately should bad practice be observed or alleged or if any complaint is made by a child/young person or parent/carer; to ensure the responsible Social Worker is informed and the appropriate safe caring and child protection procedures are followed.
21. To develop a high standard of recording in relation to case records, report writing or any other written material.
22. To co-operate with the employer in carrying out any duty required as part of their normal duties.

## **RESOURCES**

23. To create a welcoming and stimulating setting with which children / young people can identify, incorporating the difference of culture, race, religion, disability, and gender in all aspects of short break service.
24. To create and develop links between the Short Break Centre and local community, so that the children / young people can play a full and appropriate part in the life of the community.
25. To maintain a safe environment, complying with Health & Safety and other legal requirements
26. Encourage staff and children and young people to care for their surrounding and make best use of resources.
27. To organise recreational and social activity specific to the needs and ability of the individual children/young person.

## **Additional Higher Duties**

28. To be responsible for planning, coordinating, and implementing daily activities programmes for young people in the unit
29. To be responsible for organising transport
30. To take on additional special projects as agreed by the centre manager.

## **OTHER PROVISIONS**

31. This position requires that post holders undertake an Enhanced CRB Disclosure prior to

employment and every three years thereafter.

32. The post holder will be expected to work on a rota basis which will include weekends, Bank Holidays and Sleeping in duties.
33. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
34. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information, Governance, Data Protection and Health and Safety policies and procedures.
35. Undertake any other duties commensurate with the general level of responsibility of this post.

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Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Enhanced and barred from working with children
<b>Politically Restricted</b> (delete as appropriate)	No

## Person Specification

<i>All criteria are essential</i>	<b>To be identified by:</b> Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
<b>Qualifications and Professional Membership requirements:</b>	
<b>Knowledge (please specify all essential criteria):</b>	
<b>Experience (please specify all essential criteria):</b>	
<b>Skills and abilities (please specify all essential criteria):</b>	
<b>List desirable criteria:</b>	