

## Residential Child Care Officer

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| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ade Adepitan Short Break Centre Manager<br>Deputy Manager |                                |         |
| <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ade Adepitan Short Break Centre                           | <b>Grade:</b>                  | Scale 6 |
| <b>DBS Status:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Enhanced and barred from working with children            | <b>Politically restricted:</b> | No      |
| <b>Job Purpose:</b><br>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.                                                                                                                                                                                                                                                                                                            |                                                           |                                |         |
| <b>Values</b><br>Collaborate proactively.<br>Lead inclusively.<br>Embrace change.<br>Be bold and curious.<br>Celebrate and share our success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |                                |         |
| <b>Overall Description</b><br><br>The role involves managing a broad range of internal and external relationships, including directors, senior managers, elected members, and various public, private, and voluntary sector partners.<br><br>It requires developing strong partnerships, leading a high-performance team, and taking a key role in the development of council services.<br><br>The position operates within a framework set by the CEO and Council but allows considerable autonomy in shaping services. The role also leads on policy development, ensures compliance with new legislation, and upholds high professional standards.<br><br>The position is expected to be part of the Councils' emergency planning and resilience arrangement, including being on call Gold/Silver, and to demonstrate a commitment to embedding ownership throughout of this being everybody's business.<br><br>The postholder must conduct the duties in compliance with the Best Value Duty as set out in the Local Government Act 1999. |                                                           |                                |         |
| <b>Job specific roles and responsibilities</b><br><br>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
4. 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
  - Gastrostomy feeding
  - Use of suction machine for children / young persons unable to expectorate.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. To prepare reports, attend and participate in team or other meetings such as Child in Need Reviews and Person-Centred Reviews.
11. Responsible for co-key working supervision of junior staff.
12. To provide leadership, guidance and manage to the shift, whilst Shift Leading.
13. Organise the shift ensuring that the children/young people and staff are free from risk and that activity is enjoyable and a positive experience.
14. Mentor and coach junior staff and students on placement in order to achieve and maintain high standards of performance.
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
17. 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.
18. 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.
19. 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.

20. 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.
21. 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.
22. To develop a high standard of recording in relation to case records, report writing or any other written material.
23. To co-operate with the employer in carrying out any duty required as part of their normal duties.

## RESOURCES

24. 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.
25. 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.
26. To maintain a safe environment, complying with Health & Safety and other legal requirements
27. Encourage staff and children and young people to care for their surrounding and make best use of resources.
28. To organise recreational and social activity specific to the needs and ability of the individual children/young person.

## Additional Higher Duties

29. To be responsible for planning, coordinating, and implementing daily activities programmes for young people in the unit
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. Undertake any other duties commensurate with the general level of responsibility of this post.
33. The post holder will be expected to work on a rota basis which will include weekends, Bank Holidays and Sleeping in duties.
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. 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.
36. We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.
37. Undertake any other duties commensurate with the general level of responsibility of this post.

## Essential Requirements (key skills & qualifications)

### Knowledge and Qualifications

1. Appointment to this role is conditional upon the candidate holding, working towards, or committing to achieve the Level 4 Diploma for Children, Young People and Families Practitioner (Residential Pathway) in accordance with the regulatory requirements for children's residential care.

2. The successful candidate must have the legal right to work in the UK and be eligible to enrol on and complete the required qualification.
3. Knowledge of relevant legislation and statutory guidance including the Children Act 1989, the Children's Homes (England) Regulations 2015, and the Guide to the Children's Homes Regulations including the Quality Standards, and an understanding of how these apply to Short Break Services. Knowledge and understanding of child development and its impact on children and young people with disabilities.

## **Experience**

4. Experience of working with children and young people with Profound disabilities and Autistic Spectrum Disorders

## **Skills and Abilities**

5. Ability to meet the needs of children/young people from a wide variety of backgrounds in a non-discriminatory manner.
6. Ability to meet the holistic needs of children / young people with disabilities, and work creatively to provide person-centred services
7. Ability to plan and implement a range of stimulating social and recreational activities appropriate to the child/young person's age and disability.
8. Ability to key work a group of children/young persons, and use appropriate structured communication methods and implement positive behaviour management strategies.

**Budget Responsibility N/A**

**Overall Headcount N/A**

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*