



## Job Description

**Job title:** Carebank

**Responsible to:** Home Manager

**Location:** London

**Overall purpose:**

- To work flexibly within assigned children's homes to provide day to day care of children and young people within an environment of pro-social learning that promotes positive attachments and relationships
- To support young people in maximising their potential in a safe and caring environment
- To achieve the highest standard of service delivery as measured by Ofsted against the Children's Homes National Minimum Standards
- To present St Christopher's in a positive light by behaving in a helpful and professional way with all current and potential customers.

### Key Responsibilities

- 1. To safeguard and promote the welfare of the young people living in the home**
  - 1.1 To establish respectful, trusting relationships with young people that lay the foundation for them to discuss with confidence any issue they have relating to their safety or welfare.
  - 1.2 To recognise when a young person is not achieving their development potential or is displaying risky or harmful behaviour, and use appropriate (i.e. approved) strategies to address this (e.g. looking for signs of bullying, drug/alcohol taking).

- 1.3 To give young people the opportunity to express their views and participate in decisions that affect them, as appropriate to their age and ability, and take their wishes and feelings into account.
- 1.4 To support young people to develop resilience and build mental, physical, emotional and social well-being.
- 1.5 To encourage positive behaviour and provide clear and fair consequences to inappropriate behaviour.
- 1.6 To work with young people to reduce the impact of negative peer group influences.
- 1.7 To understand the use that young people make of new technologies and to be alert to the risks of harm, ensuring these are minimised.
- 1.8 To be aware of and appropriately use local procedures and inter-agency arrangements for safeguarding young people.
- 1.9 To ensure young people are aware of the complaints procedure and help them to use it effectively
- 1.10 To raise issues of poor practice with other staff, if necessary reporting this to a manager or using the Whistleblowing Procedure.

**2. To encourage and motivate young people and to achieve their full potential in their physical, emotional and social development**

- 2.1 To identify and meet the physical, emotional, behavioural, cultural and educational needs of young people.
- 2.2 To ensure each young person's care plan is followed and amended as appropriate to reflect their changing needs.
- 2.3 To act as a role model and demonstrate appropriate pro-social ways of dealing with problems.
- 2.4 To help young people gain self-control by challenging unacceptable behaviour and rewarding acceptable, pro-social conduct.
- 2.5 To use the St Christopher's approach to child care to help young people establish relationships which are positive, warm and rewarding.
- 2.6 To provide advice, assistance and support on a one to one basis to enable young people to address past and present difficulties.
- 2.7 To provide for young people's physical needs by offering healthy meals, washing and ironing clothes and bed linen, ensuring they have everything they need to attend school and outside activities, and undertaking shopping tasks

and general household duties to keep the home clean and tidy; to also encourage and help young people to participate in and learn how to undertake these tasks themselves as they prepare for independent living.

2.8 To be ambitious for young people in their educational and extra-curricular activities and provide support to them in achieving their goals.

2.9 To organise, accompany and encourage young people to take part in outside activities such as trips to the theatre, cinema, museums, sporting activities and holidays, where appropriate driving the home's MPV.

2.10 To encourage young people to develop links with the community and expand their social network.

2.11 To ensure that the health needs of young people are met such as making appointments and taking them to the doctors, dentist etc.

**3. To contribute to a consistent team approach in working with young people and ensure the requirements of the Children's Home National Minimum Standards are met**

3.1 To be aware of the aims and objectives of each individual home and working collaboratively with colleagues to achieve them.

3.2 To attend team meetings and make a positive contribution to them.

3.3 To actively contribute to the development of the team, being willing to give and receive constructive feedback on performance with colleagues and managers.

3.4 To ensure young people's records are kept up to date and are accurate, using the Journal Digital system to its full extent, providing assessments, written reports on young people for planning meetings, reviews or any other meetings as directed by the manager.

3.5 To be aware of the childcare plans for all young people in the home and maintain consistency in the execution of those plans.

3.6 To be aware of all organisational policies, procedures and requirements of the NMS and ensure all recording of information, incidents, restraints etc. is carried out correctly, accurately and in a timely manner.

3.7 To attend and contribute constructively to regular supervision sessions.

**4. To work effectively with other agencies and ensure that relevant information is shared in a timely and accurate manner**

- 4.1 To maintain a general knowledge and understanding of the range of organisations and individuals working with young people and the roles they play.
- 4.2 To establish and sustain relationships across agencies, and respect the contribution that they and other individuals make to the care of young people e.g. schools, GPs, social services, interpreters, community groups.
- 4.3 To communicate effectively and positively with other practitioners and professionals:
  - listening to them and taking their views into consideration
  - recording, summarising and sharing information where appropriate
  - presenting facts objectively rather than as 'opinions'
  - representing the organisation in a professional manner at all times
  - advocating effectively on behalf of young people, ensuring that the support they need from statutory bodies and other professionals to reach their full potential is available to them.
- 4.4 To ensure that when information is shared it is done securely whether in writing, by telephone, electronically or in person.
- 4.5 To be aware of your own and other people's professional boundaries in relation to confidential and sensitive information.

## **5. General Responsibilities**

- 5.1 To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 5.2 To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 5.3 To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately.
- 5.4 To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- 5.5 To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan
- 5.6 To ensure that all the work undertaken by yourself is conducted to the highest professional standards and lead by example.
- 5.7 To work flexibly in order to ensure the smooth running of the home.

**The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.**