



## Job Description

**Job title:** CHILDREN'S RESIDENTIAL WORKER – SAFE STEPS

**Responsible to:** Home Manager

**Overall purpose:**

- To provide day to day care and safeguarding for young people facing risk in the community, including sexual exploitation, working within an environment of pro-social learning that promotes positive attachments and relationships
- To be proactive in enabling young people to recognise risk and learn strategies for keeping themselves safe within their communities
- To actively participate in project monitoring and evaluation processes
- To achieve the highest standard of service delivery as measured by Ofsted against the Children's Homes National Minimum Standards
- To represent 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 positive 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 the 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 client management software to its full extent, providing assessments and 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 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 adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 5.2 To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 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 ensure that all work undertaken by yourself and those you supervise is conducted to the highest professional standards and to lead by example.
- 5.6 To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.
- 5.7 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.

**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.**

## ST CHRISTOPHER'S FELLOWSHIP

### Person Specification

Listed below are the objective criteria, specific to this role, used to assess each candidate and determine suitability for appointment. The table shows at which stages in the selection process the criteria will be assessed. To be shortlisted you must clearly demonstrate in a written statement how you meet the Essential Criteria required at the application stage (shaded).

#### ESSENTIAL CRITERIA

	Criteria	Application form	Interview	Other
E1	Level 3 Diploma in Health and Social Care for Young People, or equivalent.	✓		
E2	At least 2 years' experience of working with young people in a residential care setting.	✓	✓	
E3	Experience of dealing with challenging behaviour and using de-escalation techniques.	✓	✓	
E4	Knowledge of child development and the patterns of transition from childhood to adulthood.	✓	✓	
E5	Awareness of the challenges facing young people in society and how these impact on behaviour.	✓	✓	
E6	Knowledge of community-based risks and the issues involved in Child Sexual Exploitation, with awareness of relevant safeguarding legislation and procedures relating to young people.	✓	✓	Practical test
E7	A good understanding of care planning and of working together with professional colleagues and young people to achieve agreed objectives.	✓	✓	
E8	The ability to create positive relationships with children and young people and advocate on their behalf while keeping within clearly understood boundaries.	✓	✓	
E9	The ability to identify risky behaviour and the potential for harm and make timely interventions, as well as be proactive in enabling young people to recognise and avoid risks to their safety.	✓	✓	Practical test
E10	The ability to effectively and proactively manage conflict/crisis situations, making sound decisions and correctly following safeguarding protocols.	✓	✓	Practical test
E11	The skill to motivate young people and interact with them in ways that support their ability to think, learn and become independent.	✓	✓	
E12	A belief in positive change and commitment to consistently aim for excellence in young people's achievements.	✓	✓	

## ST CHRISTOPHER'S FELLOWSHIP

E13	Excellent interpersonal and communication skills and the ability to adapt your method/style of communication.		✓	Practical test
E14	The ability act autonomously, and to make sound decisions within professional parameters.		✓	
E15	Team work skills and the ability to develop effective partnership working with a wide range of individuals and external agencies.		✓	
E16	The ability to use theory and experience to reflect on, challenge and improve own practice and that of colleagues.		✓	Practical test
E17	A clear commitment to equal opportunities including the ability to challenge discriminatory practice and to promote equality and diversity in service delivery and business relationships.		✓	
E18	The ability to accurately record, summarise, report and share information in line within data protection and confidentiality requirements.		✓	
E19	Good literacy and numeracy and competence in the use of IT applications	✓		Practical test
E20	An understanding of good practice within a residential setting, including health and safety compliance.		✓	
E21	The ability to work shifts, including weekends and bank holidays.		✓	

**DESIRABLE CRITERIA** *(the following criteria are not essential, but can be included in your supporting statement if relevant)*

D1	Knowledge of social pedagogy	✓		
D2	Familiarity with client management systems in general and specifically Clearcare	✓		