



Job description

Details of the job

Post title:	RESIDENTIAL CARE WORKER
Salary grade:	GRADE G (£18,452 – 20,336) PRO-RATA
Hours:	37 HOURS PER WEEK
Location:	WELFORD HOUSE, 275 WELFORD ROAD, NN2 8PW
Reports to:	TIM MORRISON – REGISTERED MANAGER
Service area:	CHILDREN, FAMILIES AND EDUCATION

Overall purpose of the post

1. To be a member of professional staff, caring for children and young people.
2. To implement and to contribute to the development of care plans for clients involving liaison with external agencies to assist and enhance this process.

Principal responsibilities

1. Act as a Key-worker for a group of clients developing and modifying agreed individual care plans in consultation with other interested parties to ensure the client's physical, emotional and social well-being is cared for.
2. Work with all clients of the Home, carrying out care plans to ensure that their physical, emotional and social well-being is cared for and feeding back relevant information to Key-workers as appropriate. This will include undertaking assessments, admission and discharge arrangements in accordance with the departmental policies.
3. Provide services and counsel individually and/or in groups to facilitate implementation of care plans.
4. Maintain effective administration records which will include Reports, Reviews, Court Reports, Records of Appointments, Case Review Dates, and may include Petty Cash, Processing of invoices and other records within the Home and Departmental Policies so that all documentation is always accurate and up-to-date.

5. Pursue appropriate Staff Development and Training Programmes which enable the post holder to undertake their duties in a professional manner and in accordance with Home/Departmental Policies, this includes the attendance at Staff Meetings.
6. Ensure all work within the Home is delivered within a therapeutic framework i.e. is beneficial to the young people.
7. Supervise persons placed in the Home and on work placements, and others undertaking work experience if required to maximise their learning potential and assist the Home in its operations.
8. Share, when necessary, in the normal domestic work and activities of the Home to ensure its adequate functioning aiming to create a normal living environment for the clients, having due regard to Food and Hygiene legislation.
9. Take responsibility for the Home in the absence of the Team Manager, Assistant Manager and Senior Carers, dealing with day-to-day operations of the Home (including security) but referring unusual matters and emergencies to a senior member of staff.
10. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.