

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Section:</b>	SAFEGUARDING AND SUPPORT
<b>Sub Section:</b>	BEDDAU & BRYNDAR COMMUNITY HOMES
<b>Post Title:</b>	CASUAL RESIDENTIAL CHILD CARE PRACTITIONER
<b>Vision Post Number:</b>	5132, 2763,
<b>Grade:</b>	GR 7
<b>Responsible to:</b>	REGISTERED MANAGER
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	N/A
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	BEDDAU & BRYNDAR COMMUNITY HOMES
<b>Date of Description:</b>	AUGUST 2017

### **KEY OBJECTIVES**

- To be responsible, as a member of the staff team, for the direct day to day care of children and young people and other supportive tasks and duties.
- This will include evening, weekend work and sleep in duties as required.
- The standards that are applied to this post are QCF Level III Awards in Care.

### **SPECIFIC RESPONSIBILITY**

1. To act as a keyworker to children and young people

2. To develop and work towards plans for the delivery of service to individuals.
3. To Liaise with other workers, Social Workers, and other agencies.
4. To provide for children's and young people's physical needs as necessary, for example, by cooking, washing, ironing, shopping, budgeting, or by enabling children and young people to carry out such tasks for themselves
5. To talk and listen to children and young people, and observe their behaviour and record significant features.
6. To record risks and work with other services to manage and minimise them.
7. To inform colleagues of relevant developments, for example during handover.
8. To be alert to signs of distress or abuse, and to ensure that the children and young people are monitored and protected.
9. To be sensitive to the needs of individual children, taking account of race, culture, language, religion.
10. To provide additional support and comfort to children under stress.
11. To share in the practical activities necessary to maintain the home, for example cleaning the home as and when necessary.
12. To be accountable for monies allocated for specific purposes.
13. To participate in appropriate training offered, and be responsible for your professional development.
14. To Maintain confidentiality.
15. To report to a line manager, or appropriate person, malpractice's or evidence which may suggest it.
16. To carry out regular health and safety checks of the home, and reporting any identified issues
17. To prepare for and participate in Progress and Review meetings
18. To promote the wellbeing of children and young people, by encouraging an interest in education, community and a healthy lifestyle.
19. To attend and contribute to staff meetings
20. To make positive use of supervision
21. To act flexibly, within reasonable bounds, in order to ensure the necessary cover at the home.



To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

**This Person Specification sets out the knowledge and/ or qualifications and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>A commitment to undertake and complete QCF level 3 Diploma Health &amp; Social Care (Children &amp; Young People) within two years of registration with Social Care Wales</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>NVQ or QCF level 3 in Health &amp; Social Care (Children &amp; Young People)</p> <p>Knowledge of specific Childcare Legislation</p> <p>Knowledge of The Care Standards Act</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	Can demonstrate either, having participated in the direct care of, or work with, children and young people.	
<b>COMPETENCIES</b>		

<b>Achieving Results</b>	<b>Takes Responsibility</b>  Demonstrates professional competence and consistently delivers high quality outcomes
Communicating Effectively	Is able to deliver difficult messages sensitively  Communicates clearly and concisely
Working with Change	Is willing to try new ways of working and is flexible to them.  Is willing to improve on proposed changes to ensure that they will work in practice.
<b>Complying with Health and Safety</b>	Is aware of all relevant Health & Safety procedures  <b>Puts measures in place that minimise risk of incident</b>
Earning Service Users Trust	Is person centered and empathetic in responding to individuals emotional and psychological well being  Maintains clear professional boundaries, whilst demonstrating a clear understanding of the service users issues.
Working with Team Members	Recognises that all members of the team have different skills and experiences that can be drawn on  Contributes to a high team spirit of shared responsibility and cooperation
Encouraging Professional Development	Participates in regular reviews and supervisions to identify goals and areas for development  Recognises that there is always room for self improvement
<b>Working with Partners</b>	<b>Works to overcome conflicting viewpoints for the best interest of the service user</b>  Keeps partners informed and up to date with what is happening with service users

<p><b>Looking After the Service Users' Best Interests</b></p>	<p><b>Listens to the views of the service user and includes those involved with the service users to define the best ways forward</b></p> <p>Supports and enables service users to make decisions</p>
<p><b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b></p>	<p>Registration with Social Care Wales either on appointment or following the successful completion of the Social Care Induction Framework.</p>