

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Section:	SAFEGUARDING & SUPPORT
Sub Section:	NANTGWYN
Post Title:	CASUAL RESIDENTIAL CHILD SUPPORT WORKER
Vision Post Number:	5162
Grade:	GR 7
Responsible to:	REGISTERED MANAGER
Posts Reporting to this Post:	NONE
Team:	NANTGWYN
DBS Required Level:	ENHANCED
Location:	NANTGWYN
Date of Description:	AUGUST 2017

KEY OBJECTIVES

- To be responsible, as a member of the staff team, for the direct day to day care of disabled 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 disabled children and their families.
2. To develop and work towards plans for the delivery of service to individuals.

3. To Liaise with other workers, Social Workers, Occupational Therapists, Nurses, Teachers and other agencies.
4. To provide personal care to disabled children when required.
5. To provide for children's physical needs as necessary, for example, by cooking, washing, ironing, shopping, bathing, budgeting, or by enabling children to carry out such tasks for themselves.
6. To talk and listen to children, and observe their behaviour and record significant features.
7. To record risks to children, and work with OT's, Physios, families and Managers to minimise them.
8. To inform colleagues of relevant developments, for example during handover.
9. To be alert to signs of distress or abuse, and to ensure that the children and young people are monitored and protected.
10. To be sensitive to the needs of individual children, taking account of race, culture, language, religion.
11. To provide additional support and comfort to children under stress.
12. To share in the practical activities necessary to maintain the home, for example cleaning the home as and when necessary.
13. To be accountable for monies allocated for specific purposes.
14. To participate in appropriate training offered.
15. To Maintain confidentiality.
16. To report to a line manager, or appropriate person, malpractice's or evidence which may suggest it.
17. To carry out health and safety responsibilities in accordance with the divisions Health & Safety document.
18. To prepare for and participate in Progress and Review meetings
19. To promote the wellbeing of children by encouraging an interest in education, community & a healthy lifestyle.
20. To attend and contribute to staff meetings
21. To make positive use of supervision
22. 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
KNOWLEDGE / EDUCATION	<p>A commitment to undertake and complete QCF Level 3 Diploma in Health & Social Care (Children & 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 www.rctcbc.gov.uk/WelshSkills.</p>	<p>A relevant Social Work Qualification</p> <p>NVQ/QCF Level 3 Diploma in Health & Social Care (Children & Young People)</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>
EXPERIENCE	Can demonstrate either, having participated in the direct care of, or work with, disabled children and young people.	
COMPETENCIES		

Working with Partners	<p>Works to overcome conflicting viewpoints for the best interest of the service user</p> <p>Keeps partners informed and up to date with what is happening with service users</p>
Working with Team Members	<p>Recognises that all members of the team have different skills and experiences that can be drawn on</p> <p>Contributes to a strong team spirit of shared responsibility and co-operation</p>
Communicating Effectively	<p>Is able to deliver difficult messages sensitively</p> <p>Communicates clearly and concisely</p>
Looking After the Service Users' Best Interests	<p>Listens to the views of the service user and includes those involved with the service user to define the best ways forward</p> <p>Supports and enables service users to make decisions</p>
Earning Service Users' Trust	<p>Maintains clear professional boundaries, whilst demonstrating a clear understanding of the service user issues</p> <p>Is person centred and empathic in responding to individuals' emotional and psychological wellbeing</p>
Working with Change	<p>Is willing to try new ways of working and is flexible to them</p> <p>Is willing to improve on proposed changes to ensure that they will work in practice</p>
Achieving Results	<p>Takes Responsibility</p> <p>Demonstrates professional competence and consistently delivers high quality outcomes</p>
Encouraging Professional Development	<p>Recognises that there is always room for self improvement</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development</p>
Complying with Health and Safety	<p>Puts measures in place that minimise risk of incidents</p> <p>Is aware of all relevant Health & Safety procedures</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Registration with Social Care Wales either on appointment or following successful completion of Social Care Induction Framework</p>