



# JOB PROFILE

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<b><i>Post Title</i></b>	Support Worker – Children’s Residential Home
<b><i>Directorate</i></b>	Children and Adult Social Care Directorate
<b><i>Responsible to</i></b>	Children Residential Home Supervisor
<b><i>Responsible for</i></b>	N/A
<b><i>Grade</i></b>	B

## **Job Purpose**

Responsible for the provision of quality care and protection for children of all ages in the Children’s Residential Home.

## **Key Tasks**

1. Assist in assessing the children’s needs and promote their independence.
2. To compile reports and develop and maintain records on children placed in care. Ensure daily report is logged accurately including all incidents and accidents.
3. To encourage and support outreach work/activities as appropriate.
4. To ensure health and safety standards are maintained for the Children at the Children’s Residential Home.
5. To ensure adequate, healthy and nutritious food provisions are available in the Children’s Residential Home.
6. To encourage and support the development of independent living skills.
7. To ensure the cleanliness of the Children’s Residential Home.
8. To be responsible for the care of the Children whilst in the home or the community.
9. To support children to attend contact with relatives and community based events/activities.
10. To participate in shift work.
11. To participate in identified training and team meetings.



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12. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

## Key Responsibilities

1. Be responsible for the care and protection of any children that are taken into the Children's Residential Home on a voluntary basis or under an order of the courts.
2. Work within all policies and procedures in force within the Children and Adult Social Care and Code of Management.
3. Responsible for the safekeeping of the Children's Residential Home equipment.

## Core Competencies *(This should define in one or two sentences the required competency level for the job role)*

- Planning & Delivery of Work

*Work is delivered on time, efficiently and to the required standards with clarification sought when necessary and relevant parties kept up to date on progress.*

- Analysis and use of Information

*Gathers, summarises and interprets data with attention to detail.*

*Follows guideline for identifying problems and capable of resolving day-to-day problems.*

- Decision Making

*Ability to act on own initiative and confident in making decisions within policy guidelines.*

- Working with Others

*Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.*

- Communication

*Good oral and written communication and ability to record factual information accurately and present it clearly.*

- Influencing and Persuading

*Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.*

- Dealing with Change

*Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.*



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- Continuous Improvement

*Willing to learn and develop self and team in job role to work efficiently and effectively.*

- Managing Resources

*N/A*

### Special Conditions

- Shift work covering 24 hour service.
- Attending identified training, as and when required.
- Dealing with anti-social behaviours, such as verbal and physical abuse from both adults and children.

*(This is for detailing the physical demands of the job, health & safety risks and the environment in which they will work if not office based. Note - working with the public is not a special condition unless there is a significant health risk associated with the work).*

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



# PERSON SPECIFICATION

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## Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
<b>Qualifications</b>				
Functional Skills Entry Level 1 in Maths & English or equivalent	E			
Valid Drivers' Licence (and access to own vehicle for work purposes)	E			
<b>Skills &amp; Abilities</b>				
Able to produce accurate and clear written communications and excellent verbal communication skills	E			
Ability to work under pressure with good organisational skills	E			
Able to maintain confidentiality	E			
Ability to communicate and interact fully with children showing commitment and dedication to safeguarding and promoting the families welfare	E			
Ability to empathise, empower and educate clients around domestic abuse and its impact	E			
Basic creative skills	E			



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<b>Experience</b>				
Previous experience in report writing	D			
Experience of working with vulnerable adults, young people and children	E			
<b>Core Competencies</b>				
Planning and Delivery of Work (iii)	E			
Analysis and use of Information (ii)	E			
Decision Making (ii)	E			
Working with Others (ii)	E			
Communication (iii)	E			
Influencing and persuading (iii)	E			
Dealing with Change (ii)	E			
Continuous Improvement (ii)	E			
<b>(As per job profile)</b>				
<b>Job Competencies</b>				
Sound knowledge of relevant local legislation	D			
<b>Personal attributes</b>				
Self-motivated	E			
Effective team player	E			
Ability to apply objective judgment	E			
Responsive to change	E			
Must be honest and trustworthy	E			
A strong ability to empathise, engage with and form relationships with service users of all ages, circumstances and family background	E			