

# Job Description and Person Specification



## Job Description

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|----------------------------|----------------------------------------------------------------------|
| <b>Job Title</b>           | Residential Childrens Worker                                         |
| <b>Grade</b>               | 5                                                                    |
| <b>Service</b>             | Childrens Services                                                   |
| <b>Reports to</b>          | Registered Manager                                                   |
| <b>Location</b>            | Coventry – Citywide children’s homes but assigned to a specific home |
| <b>Job Evaluation Code</b> | L3622D                                                               |



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To provide good quality care to young people, male and female aged 10-18years with emotional and behavioural difficulties within a residential care setting.

To promote and practice to the highest of standards in direct work with children and young people, to include assessment, formulation and delivery of agreed plans, review of progress and case recording.

To assist in the administration and efficient operation of the home in order to safeguard children, ensure health and safety procedures are followed and a clean and tidy environment is maintained.

To work as part of a team in carrying out daily care tasks to support children and young people, to include laundry, cooking, promotion of education, health and hygiene and activity programmes

To act where required as “link worker” to individual children and young people and to take a specific interest in their welfare and progress within the home, representing their interests in meetings and professional arenas.

## Main Duties & Key Accountabilities

### Core Knowledge

- To work hours as directed by the Registered Manager as part of a 24/7 working rota, including sleeping-in duties on a regular basis.
- Providing for the individual needs of young people in co-operation with other team members.
- Partake in general running of the home including cooking, cleaning and other housekeeping duties.
- Liaising with relatives, other significant people and outside agencies to ensure coherent planning and care for the children
- Forming relationships with young people which will facilitate the care and assessment process and encourage them to participate fully in the opportunities offered by the Home.
- To participate in any required assessment activity, providing oral and written contributions to reports as necessary
- To maintain continuous professional development through taking part in training, supervision and performance management
- To develop expertise in behaviour management, to include techniques of de-escalation, diversion and avoidance of anti-social behaviour
- To stay familiar with all relevant Departmental policies and procedures.
- To attend and take an active part in team meetings and home programmes of work

- To promote awareness of racial, cultural and religious issues and anti-oppressive practice.
- To maintain financial, fire, health and safety and home records as are required by the Home's Manager.
- To take a lead role in specific named areas of operation and development of the home.
- To mentor and support new Residential Children's Workers.
- To take responsibility for leading and planning activities and delegation of work on a shift.
- The Level 3 Diploma in Children and Young People will need to be completed within 2 years of commencing work at the home. For staff employed prior to 01/04/2014 the deadline for completion is 01/04/2016. This is in line with the Children's Homes Regulations 2015. Failure to gain the qualification within the timescale of 2 years would lead to inability to maintain the role and / or employment
- To transport children and young people as necessary to follow their placement or activity plan and have a valid UK driving licence in order to drive council vehicles as required to run the home efficiently.
- To operate as necessary, should the need arise, in other Coventry children's homes
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

|                                                                                                                                                                          |                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>External</b><br>Health<br>Education<br>Police<br>GP practices<br>Probation<br>Ofsted<br>Independent Visitor<br>Public – children’s families, friends, local community | <b>Internal</b><br>Registered Managers<br>Deputy Managers<br>Senior Childcare Workers<br>All service areas in Childrens Services<br>Social Workers<br>Human Resources<br>LADO |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

|                                                                                                                                                   |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Job Evaluation Code</b>                                                                                                                        | L3622D |
| <b>Knowledge</b>                                                                                                                                  |        |
| Knowledge of child development                                                                                                                    |        |
| Understanding of the effects of separation and loss in young people and the implications for those caring for them                                |        |
| Understanding of confidentiality                                                                                                                  |        |
| Knowledge of relevant Child Care legislation                                                                                                      |        |
| Knowledge of Health and Safety legislation                                                                                                        |        |
| Knowledge of the effective use of Care Plans                                                                                                      |        |
| <b>Skills and Abilities</b>                                                                                                                       |        |
| Ability to relate to young people.                                                                                                                |        |
| Ability to understand and work with young people who present challenging behaviour                                                                |        |
| Ability to understand their own duty of care, to safeguard and promote the interests of young people and challenge inappropriate practices.       |        |
| An ability to analyse and reflect on their own practice, to be accountable for their own behaviour and the consequences of their own actions.     |        |
| The ability to demonstrate an understanding of own Self, their self-motivation and the impact of their own personal experiences.                  |        |
| The ability to use the authority, power and control inherent in this role to enhance the capacity of Young People and be appropriately assertive. |        |
| Strong communication skills                                                                                                                       |        |
| The ability to work under pressure                                                                                                                |        |
| Ability to work both independently and as part of a team                                                                                          |        |
| Ability to engage and communicate effectively with families and other agencies                                                                    |        |
| IT skills                                                                                                                                         |        |
| Ability to engage, communicate and work effectively with families and staff from other agencies and disciplines.                                  |        |
| Demonstrably child/young person centric, outward looking and outcome focused;                                                                     |        |

|                                                                                                                                                                                                                                                                                                                                         |              |                      |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|--------------|
| The ability to work as part of the Residential Home team;                                                                                                                                                                                                                                                                               |              |                      |              |
| Sets and maintains the highest standards in professional relationships                                                                                                                                                                                                                                                                  |              |                      |              |
| Commitment to equality of opportunity and the ability to demonstrate that commitment through employment practice and in the delivery of services;                                                                                                                                                                                       |              |                      |              |
| The ability to work outside of normal office hours, and at weekends and holidays.                                                                                                                                                                                                                                                       |              |                      |              |
| Energetic and enthusiastic;                                                                                                                                                                                                                                                                                                             |              |                      |              |
| Enjoys working as part of a team;                                                                                                                                                                                                                                                                                                       |              |                      |              |
| A strong belief in continuous improvement                                                                                                                                                                                                                                                                                               |              |                      |              |
| A commitment to professional updating and personal development.                                                                                                                                                                                                                                                                         |              |                      |              |
| Ability to lead and develop more junior members of the team.                                                                                                                                                                                                                                                                            |              |                      |              |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                       |              |                      |              |
| Experience of direct work with young people aged 10+ who may present with challenging behaviours.                                                                                                                                                                                                                                       |              |                      |              |
| Experience of working in a children's residential or similar setting.                                                                                                                                                                                                                                                                   |              |                      |              |
| Experience of direct work with young people aged 10+ who may present with challenging behaviours.                                                                                                                                                                                                                                       |              |                      |              |
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                   |              |                      |              |
| Hold or will be required to undertake training including an induction and a Diploma Level 3 in Health and Social Care, Children and young people with 2 years to complete the qualifications from the point of employment under The Children's Homes and Looked After Children's (Miscellaneous Amendments) (England) Regulations 2013. |              |                      |              |
| First Aid                                                                                                                                                                                                                                                                                                                               |              |                      |              |
| Basic Food Hygiene                                                                                                                                                                                                                                                                                                                      |              |                      |              |
| <b>Special Requirements</b>                                                                                                                                                                                                                                                                                                             |              |                      |              |
| This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).                                                                                        |              |                      |              |
| <b>Date Created</b>                                                                                                                                                                                                                                                                                                                     | January 2022 | <b>Date Reviewed</b> | January 2022 |