

Job Description and Person Specification

Role: Relief Residential Children's Worker



Job Description

Job Title	Relief Residential Children's Worker
Grade	5CS
Service	Children's Services
Reports to	Registered Manager
Location	Coventry City Council – citywide Children's Homes
Job Evaluation Code	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 support a culture and ethos within the home where management and staff understand the importance of relationship-based practice in order to improve outcomes for children.

To provide good quality care to young people, male and female aged 10-18years with a range of needs and / or 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 verbal 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 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 Residential Childcare will need to be completed within 2 years of commencing work at the home. 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 license 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

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

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

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Knowledge	
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.	
Skills and Abilities	
Ability to relate to young people.	
Ability to understand and work with young people who have a range of needs and / or behaviours.	
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.	
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.			
Experience			
Experience of direct work with young people aged 10+ who may present with a range of needs and / or behaviours.			
Experience of working in a children's residential or similar setting.			
Qualifications			
Hold or undertake training to include:			
- the Residential Induction			
- the Diploma in Residential Childcare or equivalent and complete the qualification within 2 years from the point of employment			
First Aid.			
Basic Food Hygiene.			
Special Requirements			
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).			
Date Created	January 2022	Date Reviewed	October 2023