



Job Description

Post: Senior Residential Worker

Line Management: Home Manager/Deputy Manager/Area Manager

General:

The general role of all staff is to provide care and control of all children at a level not less than is expected to be provided by good parents. Additionally, staff will be expected to acquire, as quickly as possible, through any necessary training and development, the necessary skills which will enhance and effect change to the good of all children and young people with whom they are required to work with.

Furthermore, the PH will maintain confidentiality at all times.

1. To exercise responsible control over the children to ensure their safety and wellbeing and assist them in developing acceptable standards of personal hygiene and behavior. This also applies to encouraging children to abide by house rules.
2. Subject to hours of duty, to have day to day contact with the children in the home to create a homely environment in which to promote their moral Welfare.
3. In accordance with plans for the day, to organize and supervise recreational and leisure activities both in and out of the home, to provide the children An interesting and stimulating life. This includes being prepared to spend Time away from home on holidays and at camps etc.
4. To contribute to and attend the assessment, planning and review meetings Of the children, as and when directed.

5. All staff are required to contribute to a Daily Log Book and record in other books information concerning incidents, accidents, visits, sanctions, Restraints, medication, placements, referrals etc., as appropriate before Going off duty. It is the responsibility of staff on duty to ensure that the Key Worker of Individual children are made aware of incidents of information concerning that child by either an entry in the Daily Log Book or a Note/report or via email or in the Key Worker's tray. All staff are required To read the Daily Log Book and to check their respective trays and email accounts when coming on duty at the beginning of a shift, or returning to Duty at the home following an absence on that day, or following annual or sick leave.
6. All staff are responsible to ensure that they, or others sharing the shift, Have written or completed on computer Incident/Accident Forms and Restraint Forms as applicable, respecting such Incident/Accident/Restraint before going off duty and that they are passed to oncoming staff for transmission to the main office the first opportunity the following morning. To contribute to and attend the assessment, planning and review meetings Of the children, as and when directed.
7. To act as a Key Worker for designated children and to liaise with the family, social worker and other professionals where appropriate. To act as Counsellor and advisor to the child and when necessary, assist the child to Make representations or complaints. It is the responsibility of Key Workers To maintain records of individual children assigned to them. Key Workers Are expected to extract information from the Daily Log Book in respect of children designated to them and record same on the child's Contact Sheet. Incidents of behavior etc. must similarly be entered on the Summarized Incident Sheet. It is important that this task is carried out without undue Delay.

8. As Solace Care Group Children's Services operates a twenty-four-hour staffing, we act as an 'out of hours' emergency service for local authorities seeking emergency and residential placements. The Duty Manager must be informed of all inquiries for placements. Staff are expected to acquaint themselves with guidance respecting this subject.
9. All staff are expected to be familiar with and follow Local County Council's Child Protection Procedures and our own Guidance on Disclosures, Abuse or Possible Abuse respecting any child, placed with us or others, either within or outside of our homes. All such cases or information coming to the knowledge of staff must in the first instance be reported immediately to the Duty Manager.
10. To care for children when they are ill and where necessary administer medicines, drugs and treatment under the guidance of the child's medical practitioner.
11. Part of an on-going role of Residential Workers is to perform household duties in the absence of domestic's. This includes cooking and general cleaning, sorting laundry and distributing children's clothing to the rightful owners, checking children's bedrooms and encouraging them to keep their rooms tidy and reporting in the Repair Book damage and the like. This is particularly necessary during the evenings, early mornings and weekends. Domestics are valued members of the staff care team and often perform onerous duties. They are, therefore, entitled to the same respect as any other staff member. It is a requirement that all staff members assist each other to the best of their ability and given circumstances.
12. To undertake any other reasonable tasks/duties requested by the Registered Home Manager.
13. Participate in staff meetings and individually attend recorded supervision taking constructive feedback opinions and ideas and carry through any decisions or action agreed upon.

14. All staff should be familiar with Policies and Guidance Notes respecting the care of children at the home under the Solace Care Group Children's Services umbrella, as well as subsequent guidance (copies available in the office).

Senior Residential Workers:

- Senior Residential Workers are expected, in addition to the foregoing to give guidance and support to Residential Workers on their shift. Additionally, it is the responsibility of all seniors to supervise designated workers and record same in the Supervision Sheet on the staff's file. They are also required to offer advice and encouragement respecting training needs and opportunities for training. Concerns respecting a worker's progress or attitude should, if serious, be referred to the Unit Manager or if not urgent, discussed at their next supervision. In the event of a serious incident or accident, or on receipt of information of a serious nature, it will be the senior's responsibility to inform the Duty Manager.
- To ensure that all staff act in a professional manner
- To assist or undertake effective supervisions as required.
- To ensure the Placement Plan is followed and adhered to at all times
- To ensure all policies and procedures as well as risk assessments are adhered to at all times.
- To raise any issues or concerns with the Deputy Manager or Home Manager
- To ensure education is promoted, supported and attendance is maintained.
- To undertake and complete required training in accordance with the position, and to maintain the position, specifically the Diploma Level 3 for children and young people.

This Job Description is provided to assist the PH to know what his/her main duties are. The nature of the Senior Residential Worker's task is a varied one and no written Job Description can cover all eventualities and therefore, the Description may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.