



## **Job Description Residential Care Worker**

**Qualifications:** NVQ / Level 3 or equivalent relevant qualification desirable although not essential.

Previous experience of working in Residential Child Care is desirable.

**Training:** All full time staff employed by Pebbles Care, Partners in Care and Radical Services Ltd will be expected to participate in NVQ training. This training will be provided at no charge to the employee.

The post holder will also be expected to undertake other continuing professional development training as and when required. All training will require a commitment from the post holder to study for an award or qualification in some of their own time.

This post is available for Full Time / Part Time / Bank Workers. You are entitled to 28 days holiday, which is inclusive of Bank Holidays.



**Position:** Residential Care Worker

**Salary:** Salary Range - TBC  
Plus additional sleep-in allowance

**Line Manager:** Shift Leader

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## **INTRODUCTORY STATEMENT**

This post represents the standards, authority, responsibility and accountability of a Residential Care Worker.

As Residential Care Worker, the post holder will assist the Senior Shift Leaders and Deputy/Registered Manager(s) in the day-to-day functions of the home and care programmes for young people.

The role of the Residential Care Worker is an important one within Pebbles Care, Partners in Care and Radical Services Ltd and as such provides an excellent opportunity for professional development within the company.

Pebbles Care, Partners in Care and Radical Services Ltd invest heavily in staff development and is committed to recruiting future Shift Leaders, Trainee Managers and Registered Managers wherever possible from within its own ranks.

The core purpose of the role of the Residential Care Worker is to:

Assist the Shift Leader and Registered Manager in providing an emotionally secure, consistent, warm, supportive and caring environment for the young people and to encourage their social, physical, emotional, intellectual and moral development so that they may realise their own potential. Furthermore, to work to high professional standards of care, control and supervision.

## **STANDARDS**

This job description requires the post holder to perform his/her duty commensurate with the agreed standards for:

- Children's Homes – National Minimum Standards
- SCILS – Basic Induction in Care
- SCILS - Foundation Induction
- NVQ Level 3 – Caring for Children and Young People
- NVQ Level 4 – Care
- Graduate



It is the responsibility of the post holder to be fully aware of the standards that Pebbles Care, Partners in Care and Radical Services Ltd require in carrying out the duties in this job description.

## **AUTHORITY**

The post holder has delegated authority from the General Manager via the Deputy/Registered Manager(s) to carry out his/her duties as a Residential Care Worker for Pebbles Care, Partners in Care and Radical Services Ltd in one of its homes. The authority is within that laid down in the company's policies, procedures and routines, and agreed line management structure. If at any time the post holder is unsure of the authority that he/she has to carry out his/her role(s) he/she should discuss the matter in the first instance with his/her line manager.

## **RESPONSIBILITY**

Within the framework of Pebbles Care, Partners in Care and Radical Services Ltd's Statement of Purpose and policies, procedures and routines, the responsibilities of the Residential Care Worker are set out below and are common to all members of care staff teams who work on-line with young people.

The Residential Care Worker is responsible for:-

### 1) Planning for Care

#### a) Induction of each young person

Assisting or leading (if key worker) in the identification and assessment of a young person's needs, including responsibility for assisting with the writing (or taking a lead role in writing) and implementation of the individual learning, care and health placement plan(s).

Ensuring that each young person is made aware, and guided through, the services that they can expect from the home, including:-

- who their key worker will be;
- how they will be cared for;
- the contents of their individual placement plan, including targets;
- routines and procedures of the home; and if applicable
- Who they are likely to share with.

#### b) Relationships

Developing and sustaining professional, positive and constructive relationships with each young person in order to meet his/her social, moral, intellectual, physical and emotional needs in accordance with agreed policy, procedures and routines of Pebbles Care, Partners in Care and Radical Services Ltd.



### c) Support for the young person

Ensuring that each young person receives a high level and quality of individual support throughout his/her time in the home. Furthermore, that such support is professional and in accordance with agreed policy, procedures and routines of Pebbles Care, Partners in Care and Radical Services Ltd.

### d) Monitoring progress

Assisting or leading (if key worker) in the monitoring and review of each young person's needs and development on a regular basis during his/her stay in the home, including:-

- making suggestions and recommendations for amendments to the placement plan resulting from any progress or lack of it;
- writing or contributing to the writing of review progress reports; and for
- Attending review meetings as and when required.

### e) Contacts

Assisting other members of the care staff team or assuming a lead role (if key worker) in ensuring that each young person has every opportunity to have regular contact with and visits from parents, guardians, relatives and friends in accordance with agreed policy, procedures and routines of Pebbles Care, Partners in Care and Radical Services Ltd.

### f) Exit Strategy

Assisting other members of the care staff team or taking a lead role (if key worker) in preparing a young person for leaving the home in a planned and sensitive manner, either to move to another children's home, to return to their own home and/ or to enter the world of work or further training.

## 2) Quality of Care

### a) Care

Ensuring that the provision for the care of the young person (s), including his/her general health and personal hygiene, is maintained at a consistently high standard.

### b) Health

Assisting other members of the care staff team or taking a lead role (if key worker) in ensuring that each young person's health needs are identified and services are provided to meet them, and that each young person's good health is promoted and safeguarded by the home's procedures and routines for administering medicines and providing treatment.



#### c) Diet and Nutrition

Ensuring that each young person has the opportunity, and is actively encouraged, to enjoy healthy, nutritious meals that meet his/her dietary needs, including the opportunity to plan, shop and prepare meals.

#### d) Meal Times

Assisting with the shopping, preparation, cooking and serving of meals in the home, as well as the clearing-up, washing and storing of crockery and utensils.

#### e) Clothing and Personal Effects

Ensuring that each young person is encouraged and enabled to choose his/her own clothes and personal requisites and have these needs fully met.

#### f) Privacy and Confidentiality

Ensuring that each young person's privacy is respected and that information personal to him/her is confidentially handled.

#### g) Young Person's Views

Ensuring that each young person has the opportunity to make decisions about his/her life and to have a voice and to be heard in matters affecting the way the home is run. (Pebbles Care, Partners in Care and Radical Services Ltd do not assume that any young person in their care is unable to communicate his/her view).

#### h) Education

Actively assist other members of the care staff team or take a lead role (if key worker) in positively encouraging each young person to continue with his/her education (regardless of your own positive or negative experiences of schooling or education).

To guide and encourage each young person to see the value and importance of education and learning, not just in terms of preparation for adulthood but also for personal interest and as a life long skill.

Liaison (with approval of the registered manager) with Education Department Officers. School or other training providers regarding the education provision of young people in the home.

#### i) Activities

Assisting in the planning, organisation, supervision and participation of social and recreational activities for each young person in the home.



Ensuring that each young person is able to pursue his/her particular interest - subject to availability of specialist facilities locally - to develop confidence in his/her skills, and is supported and encouraged by staff to engage in leisure activities.

#### j) Maintenance

Assisting other members of the care staff team in the maintenance of a healthy environment. For example: maintaining high standards of hygiene and cleanliness within the house, including the maintenance of all fabrics, fittings, fixtures and furniture.

Assisting with the general cleaning, tidying and up keep of the whole house.

### 3) Complaints and Protection

Responsible for:

#### a) Complaints

Ensuring that any complaint by a young person is dealt with in a professional and objective manner, without undue delay, and in accordance with the line management structure, policies, procedures and routines of Pebbles Care, Partners in Care & Radical Services Ltd. Furthermore, that the person making the complaint is kept informed of progress while the matter is being dealt with.

#### b) Welfare

Promoting the welfare of the young person and protecting him/her from abuse. Furthermore, to respond quickly and appropriately to any allegation or suspicion of abuse in accordance with agreed policy, procedures and routines of Pebbles Care, Partners in Care & Radical Services Ltd and any associated legislation.

#### c) Bullying

Ensuring that each young person is protected from bullying and is well supported if bullied. Furthermore, that all forms of bullying are treated seriously and dealt with immediately and sensitively with the agreement of the victim.

#### d) Absconding/AWOA

Ensuring that any young person who is absent without authority is protected and responded to positively on his/her return in accordance with the written guidance in National Minimum Standards.

#### e) Child Protection

Ensuring that all significant events relating to the protection of a young person accommodated in the home are notified by the registered person of the home to the appropriate authorities.



#### 4) Care and Control

##### a) Appropriate Relationships

Ensuring that young persons have the opportunity to enjoy proper and appropriate relationships with you and other members of the care staff team based on role and responsibility, honesty and mutual respect.

##### b) Acceptable Behaviour

Ensuring that each young person is assisted to develop socially acceptable behaviour through encouragement of acceptable behaviours, and through your CONSTRUCTIVE and CONSISTENT response to any inappropriate behaviour.

##### c) Community Relations

Assisting other members of the care staff team in fostering good relationships with the local community, with particular concern for the needs of the young people in the house.

##### d) Key Worker (If applicable)

The overall welfare of a young person.

#### 5) Environment

##### a) Privacy

Ensuring that a young person's privacy is protected when washing or bathing.

##### b) Health and safety

Assisting other members of the care staff team in monitoring conditions in the home to ensure that the environment is physically safe and secure at all times for the young person. Furthermore, to report all health and safety issues to the registered manager through agreed line management structures, and in accordance with risk assessment and other policies, procedures and routines of Pebbles Care, Partners in Care and Radical Services Ltd.

#### 6) Staffing

##### a) Communication

Working closely and cooperating with all other members of care staff to ensure accurate and efficient communication and team work.





b) Training

To assist with the online training of new staff in care staff procedure and routines in the home.

c) Continuing Professional Development

Attending scheduled staff training courses, and others courses as and when required and directed by line managers of Pebbles Care, Pebbles Care & Radical Services Ltd.

7) Management and Administration

a) Meetings

Attending meetings as required.

b) Supervision

Preparation, attendance and full participation in supervision sessions with the House manager on a fortnightly/monthly basis.

c) Records

Keeping accurate, legible and up to date professional records. To adhere to all reporting procedures, routines and timelines for submission, ensuring that written reports are proof read and cross checked for errors by colleagues prior filing or handing in to Shift Leader, Trainee Manager or Registered Manager.

d) Sleep-in

Sleep-in duties as part of the scheduled rota, and to cover on occasions for other sleep-ins as and when the need arises.

e) Policy, Procedures and Routines

To comply with the requirements of Pebbles Care, Partners in Care and Radical Services Ltd and related legislation concerning children including ensuring the maintenance of fire precautions, fire registers and fire drills and health and safety precautions including risk assessments.

Also: To carry out such duties as are required and as are commensurate with the grade of the post. This may include work in any of the registered homes or registered office of Pebbles Care, Partners in Care and Radical Services Ltd.

## **ACCOUNTABILITY**

In the first instance, the Residential Care Worker and Residential Care Worker are directly accountable for the above responsibilities to his/her respective Trainee/Registered





Manager(s), but ultimately to the General Manager and Directors of Pebbles Care, Partners in Care and Radical Services Ltd.

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This job description sets out the standards, authority, responsibilities and accountability of the post at the time it was drawn up and should be seen as describing in more detail aspects of the National Care Standards and regulations for Children's Homes. Elements of this job description may be changed as part of the annual review of policies, procedures and routines of Pebbles Care, Partners in Care and Radical Services Ltd.