# Isle of Anglesey County Council

## Job description / Person specification

## Part A

**Job title:** Residential Child Care Worker

**Post number:**

**Service / Section:** Provider Unit

**Grade:** 4

### Overall job purpose

To ensure that Looked After Children & Young People who have a Plan for permanency to live in a residential home in Anglesey, receive the appropriate levels and standards of care and support and to create a happy, safe and supportive environment for those individuals. This will include undertaking a variety of activities and duties over a 24-hour period (including sleeping in overnight or awake nights and unsociable hours).

As the children/young people in Cartrefi Clyd move to independence the Residential Child care Worker will continue to provide practical assistance, care and support to individuals to enable them, when they are ready and able to do so after the age of 18 years, to move to live independently within the community.

**General:** *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*
*In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding*

*Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete Group A (mandatory e-learning). In addition, the post holder will need to ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.*

*Group B ☐*
*Group C ☒*
*Group D ☐*
*Group E ☐*
*Group F ☐*

*For guidance on above Safeguarding levels, visit:* *https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards*

## Main duties / responsibilities

To contribute to the implementation of children/young people's casework as outlined in the children/young people Part 6 Care and Support Plan

To observe, recognise, record and interpret boundaries and set limits in relation to those children/young people being accommodated and respond to challenging behaviour in accordance with the Home's care and control policies/procedures.

To participate in the development and implementation of programmes for children/young people that assist them to address presenting problems and behavioural issues
To develop close professional links with other staff of the department and other agencies and organisations.

To undertake the role of key worker to children/young people, as allocated.

To participate in staff supervision, performance review, training and development programmes arranged by the department.

To participate in staff and other professional meetings and provide verbal and written reports when required.

To maintain records and work at all times in accordance with the Home's statement of purpose and function.

To handle financial matters within the Home in accordance with the authority's financial regulations
.
To act as a member of the Home's team, supporting colleagues and being prepared to receive support as necessary.

To inform colleagues of developments, for example, during handover.

To report to your line manager, or other appropriate person any malpractice or evidence which you consider has occurred.

To share in the practical activities necessary to maintain the Home and to set high standards in "home-making".

To care for the fabric, equipment and grounds of the Home.

Provide the care, support and guidance required by children/young people in undertaking their everyday tasks.

Follow children/young people support guidelines and work with other members of the team to undertake 'home living' duties, such as shopping, cooking, cleaning, gardening, washing, responding to correspondence etc. You will guide and support children/young people in these tasks as they work towards living independently in the home.

Support children and young people to look after their health and attend medical appointments and other health care appointments.

Assist children and young people to take their medication correctly when required.

Assist children/young people to manage and keep track of their pocket money and savings.

Support children/young people to keep in touch with their family, friends and advocates.

Encourage and assist children and young people to make their own choices by communicating their needs and understanding the consequences of their actions.

Keep full and clear records and communicate openly and honestly with all members of the Residential Child Care Team and the Manager.

Attend and contribute to Team Meetings.

Attend regular supervision sessions and annual appraisal with the Manager.

Undertake training in line with the job's statutory requirements and as deemed appropriate by the Manager.

Ensure confidentiality at all times and follow the Home's and corporate Child Protection policies and procedures.

To work to the principles as outlined in the Social Care Wales Practice Guidance for Residential Child Care Workers

To complete any other relevant duties that are deemed appropriate for the role and responsibilities.

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| Person specification | |
|---|---|
| **Education and training**<br>**The minimum educational requirements / Professional or vocational qualifications for this post:** | **Essential (E)**<br>**Desirable (D)** |
| 1. Level 3 Diploma in Health and Social Care (Children & Young People) or equivalent or willing to work towards this qualification. | **E** |
| 2. Educated to GCSE, Grade C level. | **E** |
| 3. Relevant course/experience of working effectively with children and young people who present challenging behaviors | |
| 4. Robust information about the principles of services for Looked After Children and Young People, including being able to demonstrate an understanding of the Children Act 1989, Social Service Wellbeing (Wales) Act 2014 and Regulations and Inspection of Social Care (Wales) Act 2016. | **E** |
| 5. To be registered with Social Care Wales as a Residential Child Care Worker | **E** |

| **Key competence requirements**<br>**Job related knowledge:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. Experience of working effectively with Looked After children and young people and those who present challenging behavior. | **E** |
| 2. Demonstrate an understanding of residential child care practices and the signs/symptoms of abuse. | **E** |
| 3. Able to record events effectively and produce clear written reports | **E** |
| 4. Ability to communicate both verbally and in writing in English. | **E** |

| **Specific skills:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. Good natured with the ability to get on with people. | **E** |
| 2. Ability to work creatively with young people in partnership with their families and other social work staff. | **E** |

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| Specific skills: | Essential (E)<br>Desirable (D) |
|---|---|
| 3. Must be able to deal with difficult encounters and critical situations and apply appropriate / innovative strategies in dealing with anger, stress and upset. | **E** |
| 4. Able to make accurate assessments and contribute effectively and creatively to meetings. | **E** |
| 5. Able to work effectively and efficiently alone and also as part of the wider residential team. | **E** |
| 6. Flexible and able to contribute positively to change situations | **E** |
| 7. Demonstrate experience of working with individual young people and their families in a planned way, in partnership with other social work staff and agencies. | **E** |
| 8. Ability to make decisions/recommendations, individually and as part of a team. | **E** |
| 9. Ability to act responsibly and be accountable for monies allocated for specific purposes. | **E** |
| 10. Able to manage stress/Stressful situations effectively physically and emotionally fit. | **E** |
| 11. Able to undertake activities involving manual handling and/or restrictive physical intervention | **E** |
| 12. Ability to work unsociable hours and be flexible to the changing needs of young people | **E** |
| | |
| **Personal Attributes:**<br>**Personal values and characteristics which should be demonstrated in performing the duties of the post** | **Essential (E)**<br>**Desirable (D)** |
| 1. Positive attitude towards children and young people and colleagues. Respect for dignity, independence, choice and privacy. | **E** |
| 2. Confident and able to contribute to a team environment. | **E** |
| 3. Shows compassion and sensitivity towards other people's needs. | **E** |
| 4. Respect for dignity, independence, choice and privacy. | **E** |

| Personal Circumstances:<br>Job demands which, if not met, could constrain effective performance in post | Essential (E)<br>Desirable (D) |
|---|---|
| 1. Flexibility in terms of working hours (especially unsociable hours, overnight and weekends, sleeping in duties). | **E** |
| 2. To undertake sleep-in duties, work unsociable hours and complete sleep-in/waking night duties at various SGHs as required to meet the child/ren's needs of the 2 children/ young people living in the SGH. | **E** |
| 3. Physically able to implement physical interventions. | **E** |
| 4. Current driving license / ability to drive a car | **E** |

## Position in the organisation

**Reports to:**

**Staff supervised:**

## Working arrangements and conditions

**Working week:** Any 5 days out of 7. Monday to Sunday (to be discussed with vacancy manager)

**Identified work base:** Anglesey

**Contracted hours:** 37 hours

## Language requirements

**Welsh language skills** (please see the skills framework attached)

| Skill | Level 0 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---|---|---|---|---|---|---|
| **Listening** (Tick one) | ☐ | ☐ | ☐ | ☒ | ☐ | ☐ |
| **Reading** (Tick one) | ☐ | ☐ | ☐ | ☒ | ☐ | ☐ |
| **Speaking** (Tick one) | ☐ | ☐ | ☐ | ☒ | ☐ | ☐ |
| **Writing** (Tick one) | ☐ | ☐ | ☐ | ☒ | ☐ | ☐ |

**English language skills** (please see the skills framework attached)

| Skill | Level 0 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---|---|---|---|---|---|---|
| **Listening** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Reading** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Speaking** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Writing** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |

## Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document: March 2024**

## Part B

## Part A and Part B need to be completed fully for job evaluation assessment –

**Further knowledge, skills and competencies required for job evaluation assessment (can also be assessed during interview):**

## Financial resources

**Level:** xxxxx

**Indicative value:** £100.00

## Physical resources

| Description | Value |
|---|---|
| **Land and buildings – Number/area** | £0 |
| **Plant/Vehicles/Equipment – Number** | £0 |
| **Information systems – Number/volume** | £0 |

## Delegation

N/A

## Demands within the job

| Element | Demands |
|---|---|
| **Physical demands:** | Physically fit and to be able to participate in outdoor activities<br><br>Ability to work at a steady pace and to complete jobs within an appropriate timeframe<br><br>The ability to use Safe Breakaway techniques<br><br>Lift and carry items from time to time.<br><br>Able to undertake activities involving manual handling |

| Element | Demands |
|---|---|
| | Ability to work unsociable hours and be flexible to the changing needs of children and young people. |
| **Mental demandsl:** | High level of observation skills to determine a change in a Young Person's mental health and the ability to respond to threats of self-harm.<br><br>Ability to maintain attention and concentration for a long period of time.<br><br>The post holder will need be able to make judgment and to be able to evaluate situations that may be effecting a young person mental health.<br><br>Ability to maintain a high level of alertness.<br><br>Provide low, medium or high mental health support in accordance with the needs of the Young People. |
| **Emotional demands:** | The job entails contact with, or working on behalf of, children and people whose behaviour places emotional demands on the post holder.<br><br>The post holder will need to demonstrate resilient when new initiatives are introduced.<br><br>Able to manage stress/Stressful situations effectively.<br><br>Required to work with challenging Young People receiving intervention by statutory authorities. Young People may have severe mental health diagnosis and co-working closely with other agencies will be essential to mitigate any emotional demands on post holder. |

## Normal work location

- ☐ Normally office based
- ☒ Office based but with some site/home/meeting visits (Within the Home)
- ☐ Role involves substantial travelling with occasional visits to identified work base

## Business travel

- ☐ No business travel
- ☐ Some business travel. Postholder may be called upon to provide own vehicle
- ☒ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver/required to operate specialist machinery

## Exposure to disagreeable working conditions

**Environmental:**

- ☐ Minimal/Normal office environment
- ☐ Some
- ☒ Significant

**Aggressive/Difficult clients:**

- ☐ Minimal
- ☐ Some
- ☒ Significant

## Other conditions

**DBS check required:**

- ☒ Enhanced
- ☐ Standard
- ☐ Not applicable

## Work flexibilities/Restrictions

**Politically restricted post:**

- ☐ Yes
- ☒ No

**Home/Mobile phone provided:**

- ☐ Yes
- ☒ No

**Protective clothing provided:**

- ☒ Yes
- ☐ No

## Language skills – Workplace assessment levels

**(i) Listening**

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to understand basic enquiries in Welsh /English |
| 2 | Able to understand a basic social conversation in Welsh / English |
| 3 | Able to follow routine conversations involving work between fluent Welsh / English speakers |
| 4 | Able to follow the majority of conversations involving work including group discussions |
| 5 | Able to understand all conversations involving work |

**(ii) Reading**

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to read basic words and phrases, e.g. signs or short and simple notes |
| 2 | Able to read basic material involving work (slowly) |
| 3 | Able to read routine material with a dictionary |
| 4 | Able to read the majority of material in own area |
| 5 | Able to understand all material involving work |

**(iii) Speaking**

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to conduct a general conversation [greetings, names, saying, placenames] |
| 2 | Able to answer simple enquiries involving work |
| 3 | Able to converse with someone else, with some hesitancy, regarding routine work issues |
| 4 | Able to speak the language in the majority of situations using some Welsh / English words |
| 5 | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary |

**(iv) Writing**

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to write basic messages |
| 2 | Able to answer simple correspondence with assistance |
| 3 | Able to draft routine text, with editing assistance |

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| | |
|---|---|
| 4 | Able to prepare the majority of written material related to the area, with some assistance in terms of revision |
| 5 | Skilled – able to compete written work without the need for revision |