

The Serendipity Centre Ltd



every child deserves a chance

*The past is something that's gone forever
The future is something we will work on together*

JOB DESCRIPTION

Centre:	THE SERENDIPITY CENTRE	
Post:	Senior Residential Care Worker	
Pay Scale:	£26,754.60pa - £28,754.60pa (OTE)	
Contract Type:	Permanent	
Basis:	Permanent- 37.5 hours per week plus up to 3 sleep-ins per week Basic £21,000 - £23,000pa (£70.40 per sleep-in) plus overtime, to include evenings, weekends and bank holidays 6 weeks holiday, childcare vouchers, company pension scheme, 24 hour employee assistance program	
Responsible to: (day-to-day issues)	Residential Care Manager	
Accountable to: (line manager)	Residential Care Manager	
Responsible for:	Care Workers	
Job purpose:	<ul style="list-style-type: none"> To lead shifts in ensuring all staff provide a safe warm, caring and stable environment for our young people. To create a 'respectful' culture and ethos within the home in which the needs of the young people are paramount where they are encouraged to develop, mature and achieve their full potential. To be a stable and consistent role in the lives of the young people cared for, the position requires an active and long term commitment. 	
Serendipity Values	<ul style="list-style-type: none"> Respect- due regard for the feelings, wishes, or rights of others Friendly- warmth and empathy towards others, always happy to help. Responsive- quick to react in the way that is needed, suitable or right Integrity- do the right thing 	
Primary Responsibilities/Activities		% Time
Professional childcare provision		
<ol style="list-style-type: none"> Responsible to the Home Manager for the direct day to day care of the young people and to undertake other supportive tasks and duties. To ensure that procedures are followed to ensure that shifts are planned effectively and full record of paperwork are completed in relation to the needs of the girls and the capabilities of the staff. 		

<ol style="list-style-type: none"> 3. To contribute to the development of the young people through the provision of a healthy life style. 4. To promote and provide a variety of appropriate, stimulating activities and a consistent and caring adult model. 5. To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected to have their needs met. 6. To be sensitive to the needs of individual young people, taking account of disability, race, culture, language, religion and sexuality. 7. To engage, communicate, talk and listen to the young people. To observe their behaviour and record significant features. 8. To maintain, promote and encourage, where appropriate, young people's links and contact with their own families and friends 9. To contribute to care planning and the implementation of these plans 10. To participate in reviews and meetings required and prepare young people for these meetings 11. To provide additional support and comfort to young people under stress 12. To use relative strategies to control the behaviour of young people who are unable to manage their own behaviour 13. To provide young people's physical needs as necessary, for example by attending to personal care needs, cooking, cleaning, washing, shopping and budgeting or by enabling young people to carry out such tasks themselves. 14. To transport young people to school, afterschool/weekend activities and meetings 15. To support the undertaking of risk assessments and implement stay Safe strategies. 15. To follow the Policies and Procedures of Serendipity Educational Services 16. To assist young people in realising their full potential in terms of the five outcomes as set out in Every Child Matters and the Children's Act 2004. 17. To provide a key worker service to named young people in liaison with the Care Team. 18. To Champion a named Young Person in liaison with the Care Team. 19. To actively participate in the 'On Call' System for the Homes. 	<p>60%</p> <p>15%</p>
<p>Relationships with colleagues</p> <ol style="list-style-type: none"> 1. To act as a Senior member of the staff team, supporting colleagues and being prepared to receive support and advice as necessary. 2. To participate positively in staff meetings as required. 3. To act flexibly, within reasonable bounds to ensure the necessary cover for the home. 4. To inform detailed communication to colleagues of relevant information and developments, e.g. Handover. 5. To provide supervision and participate in supervision in accordance with national guidance and organisational policies. 	<p>15%</p>
<p>Household responsibilities</p> <ol style="list-style-type: none"> 1. To lead, delegate and share in the practical activities necessary to maintain the home. 2. To set and ensure high standards in home-making including food preparation. 3. To care for the fabric, equipment and grounds. 4. To be accountable for monies allocated for specific purposes and efficient records kept. 	<p>10%</p>

5. To ensure health and safety standards are achieved and maintained.
6. To hold responsibility for named aspects of the good running of the home as required by Management.

Personal

1. To take responsibility for own professional development.
Keep abreast of good practice, Company policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
2. To attend regular professional supervision.
3. To inform the Registered Manager via the line management structure of any malpractice or evidence which may suggest this.
4. To undertake and feedback and put in process any relevant training courses.
5. To be part of the companies On Call process
6. To take a lead role in any projects on specific issues as identified by the Home Manager e.g. as mentor, health and safety rep. Key worker etc.

Additional information

It is the nature of the work of the Care Homes that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of the employee's job, it will be included in the job description in consultation with the member of staff.

You will be required to become proficient in behavioural management techniques including physical intervention, Team Teach.

In order to ensure an effective service you may be directed to work across the Houses as required.

Internal and External Relationships

1. To work collaboratively with young people, their families, residential workers and all external agencies

Special Requirements

1. To act as a role model for young people, setting a good example in terms of behaviour, dress, punctuality and attendance. As an aspiring Centre of Excellence in the care and education of girls with complex individual needs the post-holder will be expected to adopt and maintain very high professional and personal standards;
2. The post-holder will be expected to take interest in their own self-development and to participate in the Centres performance management framework.

Notes

The list above is not exhaustive and other duties may be attached to the post without changing the general character or level of responsibility associated with the post. This job description will be reviewed annually as part of the performance management process. A

review can also be initiated outside of the annual review process by either the post-holder or the Residential Home Manager.

Values & Behaviours

Respect

In my work for Serendipity

- I will put young people at the centre of my thinking; listen and positively respond to their feedback at all times.
- I will adopt a positive approach to change, offer ideas for improving services and young people's experience in a collaborative manner.
- I will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
- I will understand my own emotions and recognise the impact on others.

Friendly

In my work for Serendipity

- I will show warmth and empathy towards colleagues, young people and carers, making it clear I am always happy to help.
- I will show compassion and kindness, giving time to listen before responding to need.
- I will show respect to colleagues, young people and carers, treating them equally regardless of their background.

Responsive

In my work for Serendipity

- I will approach my duties and tasks in an organised, planned and structured way.
- I will use every opportunity to communicate with my colleagues, the young people, their Family or carers.
- I will always challenge unacceptable practice and know how to raise concerns.
- I make best use of people's time, and recognise the valuable contribution of others
- I encourage improvement through continuous learning,

Integrity

In my work for Serendipity

- I will do the right thing
- I ensure my actions reflect my words
- I am fair and open to challenge and have the courage to challenge others
- I positively contribute to building trust with the public, colleagues and partner agencies
- If using a social networking site or other on line forum I will act responsibly at all times and uphold the reputation of the organisation

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children. Familiarisation with and adherence to Serendipity's policies is an essential requirement of all employees as is participation in related mandatory/statutory training.