

Residential Care Officer – Grade 6 - 7

Job purpose

Kirklees Council is committed to providing good quality residential care to young people whose needs can be best met in this way. The Council's children's homes all strive for positive outcomes for our children; we are ambitious and striving for outstanding in all our homes.

The homes operate 24 hours a day 7 days a week including Public Holidays. Residential Care Officers will work shift patterns between 7am -11pm and sleep-in duties when required so you will need to be flexible about hours of work, waking night staff work between 9.30 pm and 7.45 am.

You will be allocated a place of work at the point of recruitment however when the need occurs you may be required to work in any of the other children's homes/respite services within Kirklees.

You will work closely with young people daily; it is essential that you are able to build warm and meaningful relationships with young people which enable them to progress in their lives. You will need to be able to communicate with them on their level and adapt your approach for each young person.

Working with young people is rewarding although can on occasions be challenging. No two days will be the same. Each young person has their own daily living plan in line with their care plan; it will be your role to ensure that this is implemented, and that young people are included and actively involved in developing their plans. You will contribute to making a positive contribution to the lives of young people. It is important to note that care plans are bespoke; they are created to meet the individual needs of young people identified through a comprehensive social work assessment. As a Residential Care Officer, you will have a role in contributing to care plans based on information obtained from young people and observations of their behaviour.

The daily living plans developed from the child's care plan include:

- Health needs - Care needs.
- Physical and emotional needs.
- Education needs.
- Cultural needs.
- Leisure needs.
- Contact arrangements with family and friends.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Each young person has an identified package of care; it is your role to ensure that you support the implementations of the plans and ensure that young people are actively involved. The care provided varies greatly and very much depends on individual care plans, it may include aiding with personal care needs (within our disabled children's homes), and support in daily living, for example, domestic chores, food preparation, and

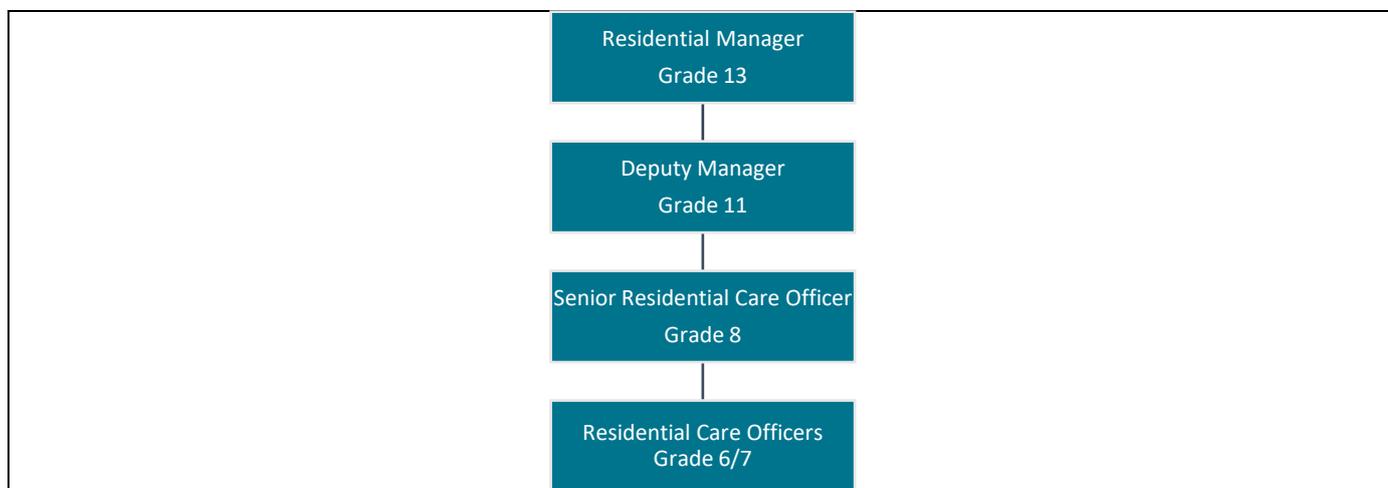
budgeting, as well as meaningful social and leisure activities and support young people on holidays.

- You will be expected to work in a multidisciplinary manner, working closely with a range of professionals, to support young people's emotional, social, and physical needs. You will need to maintain case files and undertake routine administrative duties including daily recording and handling petty cash. It is important that you are approachable and accessible to young people, for example, if they have personal concerns they need to work through. You will provide advice, guidance, and support where necessary.
- You will need to maintain accurate records and undertake routine administrative duties which are essential to the smooth running of the home. This will include handling petty cash.
- Essentially you will be a positive role model to young people and will provide support and guidance. You will have a role in supporting and implementing behavior management strategies and establishing routines and boundaries, making sure that young people are aware of these and work to them. The young people in your care will display some challenging behaviours from time to time and not agree with boundaries put in place. It is your role to work with young people to encourage good self-regulation skills and emotional intelligence awareness.
- You will be part of a team and will be supported by the management team which consists of Managers and Deputy Managers. This will include formal supervision. When you start in the role you will receive a comprehensive induction and mandatory training including safeguarding, administration of medication, movement and handling and Team Teach, along with other job specific training. There is a Learning and Development pathway for Residential Care Officers and detailed procedures updated twice yearly. Team meetings are held on a regular basis to keep you up to date and provide you with the opportunity to raise any issues you may have. Appropriate training and supervision will enable you to maintain high standards including managing difficult situations which may include challenging behavior from time to time.
- The Children's Home Regulations 2015 require that you undertake the diploma 3 in children and young people's workforce you must register within 3 months of appointment, and it is expected that you complete the qualification within 18 months. To achieve this, you will receive support and allocated time to attend classroom sessions.
- Working effectively with other agencies and professionals, Social Workers, education, and health colleagues is a key part of the role.
- All activities and services within the home are underpinned by equality. This is also actively promoted to young people and is something which will be expected of you

Our aim is:

- Young people living in Kirklees residential homes receive appropriate care and support.
- Young people are supported in developing life skills.
- Young people feel valued, and their needs are met.
- Services are provided in line with Children's Home Regulations 2015.
- Young people are consulted and actively involved in care planning.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience working with children and young people.	Essential
The ability to build warm, trusting relationships with young people.	Essential
IT and recording skills to maintain accurate records.	Essential
Ability to coach, encourage, enable, and support young people, role modelling positive behaviours and expectations.	Essential
Diploma 3 children and young people's workforce or the ability to register within 3 months of appointment and achieve within 18 months. *For appointment at Grade 7, Residential Care Officer, candidates must be in possession of the required qualification or equivalent. In the absence of the required qualification candidates will be appointed at Grade 6, trainee Residential Care Officer.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
You will be working with individuals who may have restricted mobility and/or challenging behaviour. Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by Employee Healthcare appropriate to occupational risk.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Residential Care	Grading ID	23100 & 60740
Job ID	80100971	Last Updated	August 2022
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	Yes	Alternating Pattern	Yes
Standby	No	Other	No
Checked by HR	M Lunn		