

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 are all rated good by Ofsted; 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 -10pm so you will need to be flexible about hours of work although you will be provided with a rota in advance. Waking night staff work between 9.30 pm and 7.45 am. There are at least two Residential Care Officers on duty at any time.

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 also 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

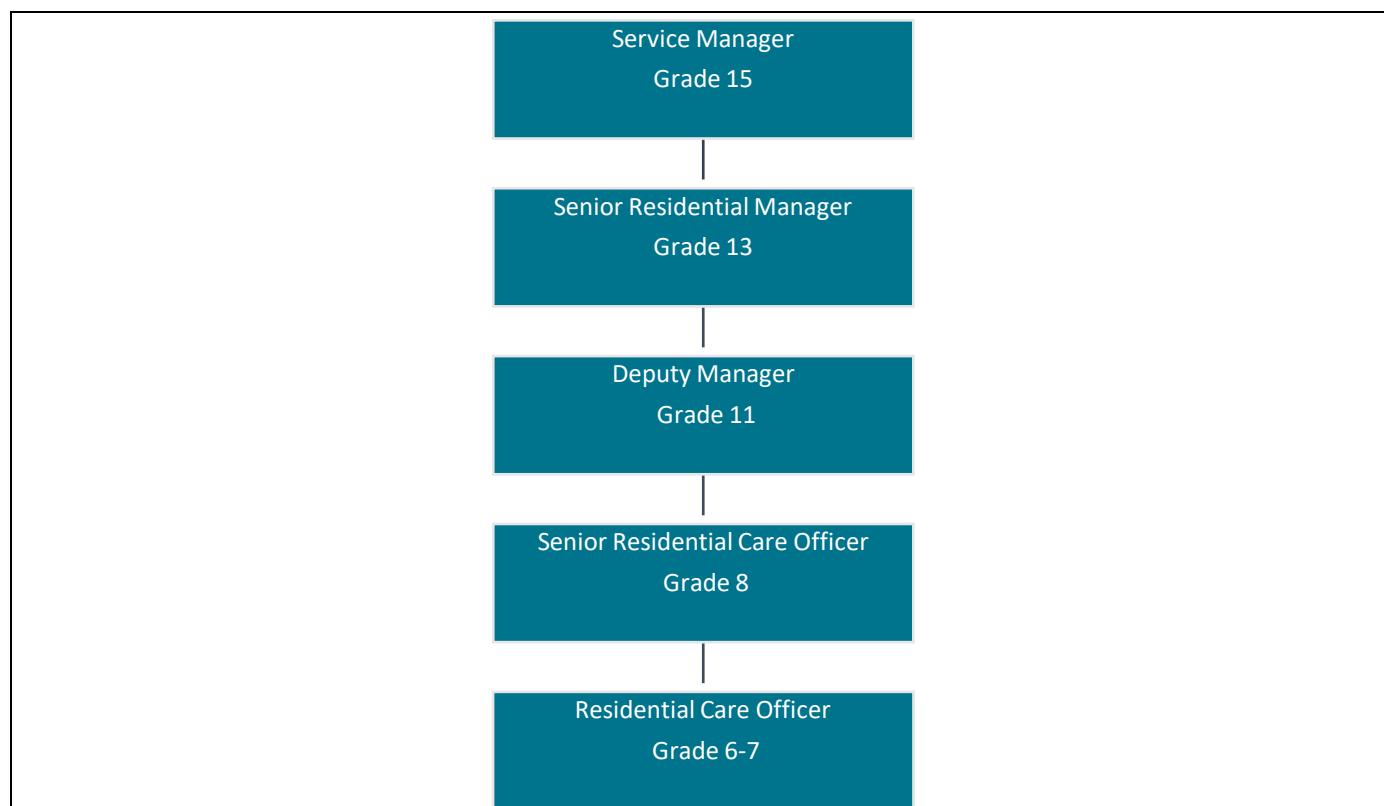
- The day to day care provided varies greatly and very much depends on individual care plans, however may include providing assistance and support in daily living, for example, personal care, food preparation and cooking meals, shopping, ensuring young people have what they need, ensuring young people are supported and healthy. Overall, it is important that you fully participate in detailed care plans developed to meet the day to day needs of young people.

- 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 behaviour 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 turn these behaviours around.
- 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 behaviour from time to time.
- The Children's Home Regulations 2015 require that you undertake the Level 3 diploma for residential childcare; 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 and complete coursework.
- 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
Level 3 Diploma for Residential Childcare, or willingness and 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. 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 may be working with individuals who may have restricted mobility and/or challenging behaviour. Following an offer of appointment, you	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
will be required to undertake a standard medical screening and any other medical screening as determined by Employee Healthcare appropriate to occupational risk.	

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	February 2021
Job Focus	No	Career Progression	Yes

Contractual Variants

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

DBS Category	Children	DBS Type	Enhanced + Barred
Checked by HR	R Breeze		