

# Kirklees Council

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**DIRECTORATE:** CHILDREN'S SERVICES

**SERVICE AREA:** FAMILY SUPPORT AND CHILD PROTECTION

**SECTION:** RESIDENTIAL

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**JOB TITLE:** RESIDENTIAL CARE OFFICER (MAINSTREAM AND DISABILITY SERVICES)

**GRADE:** 6-7 (7% ENHANCEMENT FOR WORKING OVER A 7 DAY ROTA AND 20% FURTHER ENHANCEMENT FOR WAKING NIGHTS)

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## **ABOUT THE JOB**

The Council currently has three four bed mainstream homes and two eight-bedded disability homes based in the Huddersfield and Dewsbury areas. The mainstream homes accommodate young people with emotional and behavioural difficulties between the ages of twelve and eighteen. There is one long-term disability home and a short breaks unit; both of these homes accommodate children between the ages of seven and eighteen.

The homes operate 24 hours a day 7 days a week including Public Holidays. Residential Care Officers who work days work shifts between approximately 7.30 am and 10 pm 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 including waking nights.

You will work closely with young people on a daily basis; 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 an 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.

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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.

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 and movement and handling. There is a Learning and Development pathway for Residential Care Officers and detailed procedures updated twice yearly. There are regular fortnightly team meetings to keep staff 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, in particular Social Workers, education and health colleagues is a key part of the role.

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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.

Find out more about [working for Kirklees](#).

## **MISCELLANEOUS**

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please see your responsibilities related to [safeguarding](#).

## **KEY RESULT AREAS/OUTCOMES**

- 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.

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**RESPONSIBLE TO:           DEPUTY MANAGER/SENIOR RESIDENTIAL CARE OFFICER**

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**RESPONSIBLE FOR:       N/A**

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## PERSON CHECKLIST

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

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form (or shortlisting questionnaire where provided).

Experience working with children and young people.
The ability to build warm, trusting relationships with young people.
IT and recording skills to maintain accurate records.
Level 3 Diploma for Residential Childcare, or willingness and ability to register within 3 months of appointment and achieve within 18 months. <b>*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.</b>
Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.
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.

JD Reference No	6013R
JD Amended/Prepared By	MEM

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JD Amended On	19.01.07 / Mar 2017
Refers to Estab(s)	

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