

## Job Description

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	Children's Residential Services
<b>POST:</b>	Residential Worker - Shift Leader
<b>GRADE OF POST:</b>	Grade 8
<b>RESPONSIBLE TO:</b>	Residential Manager

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### JOB PURPOSE:

To assist the Residential Manager in the day to day running of the home to co-ordinate and manage the work of the Residential Workers to ensure that children and young people's needs are met safely in accordance with their individual plans. This will include liaising with the police and social work as well as other agencies whilst leading the shift.

To provide a responsive, flexible outreach service to children, young people, families and foster carers.

### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES

- Taking responsibility of the shift - dealing with any emerging issues, which will include making admission decisions, taking into account the admission process. Co-ordinating and managing the work of the Residential Workers and developing and managing plans/strategies to best meet the needs of children and young people accommodated.
- Working as part of the residential team to present a consistent approach to service delivery, assisting with service development and the implementation of the Directorate's procedures.
- Liaising and working in partnership with police, social workers, other staff, agencies and organisations who are involved with working with the children and young people, so that identified support is properly co-ordinated.
- Developing collaborative working with children/young people and parents/carers to assist in progressing Care/Pathway Plans to achieve set goals.
- Supporting young people to develop personal relationships, a positive self-image, with difficult relationships and when they are distressed. Integrating young people into the community and promoting access to community based services.

- To undertake outreach work, providing individual/family work using a variety of creative short/medium term interventions appropriate to meet their needs or requirements
- Working co-operatively to ensure that the service achieves both Directorate and National Standards. Contributing to effective service delivery, high practice standards and achievements of appraised objectives, goals and targets.
- Maintaining accurate and up to date records and ensuring confidentiality and data protection guidelines are adhered to. Signing off shift related paperwork and medication distribution.
- Participating in any training and development activities/team meetings in order to maintain own professional development or to enhance competence within job role.
- Supporting the Residential Manager in the delivery of the service, undertaking any duties and responsibilities commensurate with the grade of the post and participating in the regular review of the content of the job description. Reporting appropriately to the manager, senior managers and CSSIW.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal record check through the Disclosure & Barring Service (DBS)





