

## **Job Description**

**Job Title: Residential Child Care Officer**

**Accountable To: Registered manager/Ass manager**

### **Purpose of the Job**

Under the supervision and guidance of the Registered Manager/Ass manager the Residential child Care Officer will individually and as a team member in accordance with their role:

- Provide appropriate care and control of young people in accordance with statutory responsibilities (Children Act 1989, Care Standards Act 2000) and company policy and procedures.
- Provide appropriate supervision of children and young people.
- Provide guidance support and assistance to children and young people to enable them to maximise their potential.
- The post holder will work in a flexible way in order to meet the demands of the service and needs of children and young people.

### **Duties and Responsibilities**

This is not a complete list of all the tasks required for the post however it does provide a general overview of the nature of the work and level of responsibility to be undertaken.

### **Assessment and Review**

Provide support and assistance to enable young people accommodated within the home in accordance with Statutory Regulations and company policy and procedures.

In consultation with the Registered manager/Ass manager ensure that individual care plans and action plans are effectively implemented. Ensuring that within your role as key worker for individual young people input from the team is effectively co-ordinated, when appropriate with activities and responsibilities delegated to team members.

Ensure that daily records are maintained to the required standard, kept up to date and effectively communicated to team members in both written and verbal form. Ensure that significant issues are brought to the attention of the management team.

Ensure that information is effectively communicated to colleagues.

## **Individual Support**

Ensure that appropriate control, support and guidance is given to young people objectively and appropriately within a positive relationship in accordance with Statutory Legislation, and Company Policies and Procedures.

Work with young people, and advocate on their behalf, assisting them in making their contribution to the care planning process and where appropriate consulting with parents and guardians. To compile and present written reports for case conferences, core groups and statutory reviews.

Assist in the development of work with statutory and voluntary organisations to offer a comprehensive resource package to children and young people who are looked after.

Manage a workload providing direct support to young people and their families as allocated by the Registered manager/Ass manager.

Motivate, encourage and support young people to enable them to reach their full potential.

To be aware of procedures relating to complaints and ensure that young people are able to access them when necessary.

## **Team Work**

Work effectively as a member of a team, communicating appropriate information to team members.

Actively participate in team meetings and staff development days.

Constructively share views and opinions openly and honestly with team members.

Contribute towards the development of the service.

## **Supervision, Appraisal and development**

Maintain an up to date working knowledge of legislation, company policies and procedures and ensure that they are adhered to.

Participate in and contribute to meetings, training courses, staff development programmes, supervision and appraisal sessions as directed by the Registered manager/Ass manager.

Undertake training as required by the Care Standards Act 2000.

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## **Resources**

Participate in ensuring Health and Safety requirements are adhered to.

Participate in ensuring that the physical environment is maintained to the highest standard.  
Ensure that the security of the building and safety equipment is maintained.

Follow financial Regulations.

## **Miscellaneous**

Any other duties commensurate with the post and as directed by a manager.



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Reviewed: April 2014 by DT