

Residential Childcare Officer – Shift Leader

Department: Children, Young People, Education and Skills

Division: Children's Services

Reports to: Registered Manager

JE Ref: CYP1026

Grade: : (WFM) D

JE Date: 27/4/2021

Job purpose

To support the manager in the daily provision of a home for Children and young people requiring medium to long term care, inclusive of leading and supervising a staff group. To Lead in progressive and robust care planning and supporting the management with the resourcing and budgetary accountabilities required of an effective specialist service.

Job specific outcomes

1. To understand and promote the Home's Statement of Purpose and ensure that each child and young person is provided with a safe, secure and caring home environment. To ensure that each child and young person is encouraged and inspired to be the best they can in all aspects of their life.
2. To contribute to keeping the home that children live in to a high standard and make it the best it can be.
3. To support the manager and residential childcare officers in understanding and implementing the Jersey Care Commission Care Standards in Children and Young People's Residential Care.
4. To support the staff team in planning and organising the day to day functioning of a specialist service. This will include leading those on shift with the development and implementation of care plans that are specific to individual children and young people which meet the standards required from the Jersey Care Commission. To support the staff group in monitoring these care plans and ensuring that they are continuously reviewed in conjunction with the child/young person's wishes and those closely involved in the care and support of the child or young persons care.
5. To work closely with children/young people and their families/carers in a specialist area. These may include children/young people in need of care and/or protection, children/young people with emotional, psychological and/or mental health issues, children/young people with intellectual disabilities and/or sensory impairments, those with a physical disability and/or significant health condition and those children/young people with an autism spectrum condition
6. To ensure that children and young people are cared for in a nurturing environment that is supportive and welcoming. Children/young people will enjoy appropriate, positive relationships with Residential Child Care Officers based on nurture and care.

7. Advocate for children and young people, promote their wishes and represent that child or young person in multi-agency context and ensure that children/young people will be supported and encouraged to express their views, wishes and preferences.
8. To support the manager to provide guidance, coaching and mentoring in order to maintain the highest standards of personal and professional conduct, adherence to relevant codes of conduct, policies, procedures, legislation and support with staff wellbeing. To support the manager in ensuring that all staff receive appropriate induction, supervision, and appraisal, implementing relevant HR procedures where attendance issues become apparent.
9. To ensure all staff follow risk assessment policies and procedures at all times, actively identifying and managing potential and actual risk, particularly in relation to those who are assessed as being the most vulnerable to risk of harm by self or others. To support the manager in ensuring that all Health and Safety Regulations are complied with in accordance Children's Social Care policies, procedures, and practices.
10. To contribute to a 24-hour rota that includes, shift work, weekends, Sleep in duties and waking nights. To support the Manager in implementing the specific rota requirements. To monitor the rota to ensure that safe levels of support are provided to children and young people and to take responsibility in the absence of the manager to cover any discrepancies. To also offer a degree of flexibility, should this be required in order to maintain safety for children and young people and to meet Jersey care Standard requirements.
11. To develop and maintain an effective communication network, liaising with people who use services, their carers, appropriate professionals and professional groups, whilst ensuring that they are all aware of the range of services and resources available.
12. To ensure that all information about children/young people is treated in the strictest confidence in line with data protection, relevant disclosure and consent policies, and information sharing protocols and procedures. Whilst also ensuring that record keeping is up to date, accurate and completed timely.
13. To support the manager in ensuring that effective finance budgets, control, administration and records comply with Children Social Care expectations and procedures.
14. To promote the practice of working in partnership with young people, their families, other staff within Children Services, and other agencies, in order to meet the needs of young people.
15. To promote team development and effective team working.
16. To take a lead in setting high standards of care and support both within the staff team and within one's own practice.
17. To undertake any other such duties as required by the manager, commensurate with the grade of the post.

Statutory responsibilities

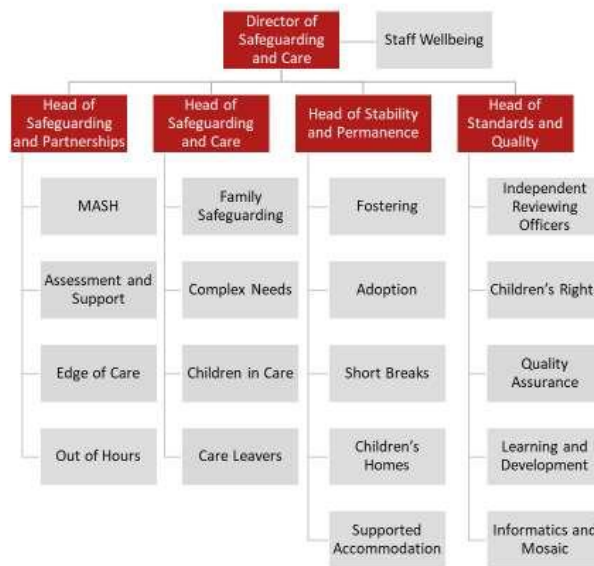
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

The postholder will have to comply with all relevant Government of Jersey Laws, such as the Health and Safety at Work (Jersey) Law 1989, Regulation of Care (Standards and Requirements) (Jersey) Regulations 2018 and any other associated legislation, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

To work in accordance with the Data Protection (Jersey) Law;

Organisational structure

**Children’s Social
Care Services
(CSCS):
Organisational
Chart
(October 2020)**



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A relevant level 3 qualification relating to the area of specialism, or a demonstratable willingness to work towards.</p>	<p>Commitment to undertake any leadership training.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge in their area underpinned by theory and relevant practical experience.</p> <p>A good understanding of children's & adult Safeguarding issues. Good understanding of the management of risk.</p> <p>Understanding the key roles of residential child care officers and different methods of residential practice with a commitment to trauma informed/therapeutic care.</p> <p>Understanding of legislation relating to their specialist area.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p>	<p>Knowledge of the range of services provided both within CYPES, and other Government Departments as appropriate to the specialist service to which you are working.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p> <p>Ability to attain Enhanced DBS clearance</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Highly motivated and conscientious, exhibiting the capacity for independent, responsible professional decision making, and risk assessment, often whilst under considerable pressure and whilst directing the work of residential child care staff.</p> <p>Excellent communication skills, including an ability to effectively communicate with a wide range of individuals, organisations, colleagues</p>	

	<p>children/young people their families and carers.</p> <p>Contributes to and implements policy alongside the manager and understands the implications for areas outside of their own area of responsibility.</p> <p>Highly resilient – good coping mechanisms for dealing with challenging, stressful and emotional situations.</p> <p>Strong commitment to working therapeutically and restoratively with children/young people.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience in a relevant profession.</p> <p>Experience of providing staff training and development.</p> <p>Experience of assessing situations and appropriate recording.</p> <p>Experience of multi-agency working.</p>	<p>Experience of providing supervision, appraisal and management support to a team.</p> <p>Experience of recruitment and selection.</p>