



Job Description – Larkspur House Senior Residential Support Worker

Post Title	Senior Residential Support Worker
Responsible to	Registered Manager
Place of Work	Larkspur House, Barnet
Hours	Full time
Grade	£22,000 to £25,000 excluding overtime

Job purpose

To support the Registered Manager in all aspects of the day to day running of the Children’s Home. Promoting a caring environment which provides young people with a high standard of specialised personal care, meeting individual needs and ensuring everyone is treated with respect and dignity; and rights to privacy, independence and choice are met.

To support the Registered Manager to supervise, monitor and evaluate the care delivered to young people, checking legal requirements are met along with keeping up to date with registration requirements.

Key responsibilities

- To undertake shift work as per staff rota and work as part of a team carrying out Residential Support Worker duties.
- To work under the direction of the Registered Manager (RM).
- To support the RM with the day to day running of all aspects of the home including; the standards and quality of care, recruitment and training issues, communication with the team.
- To recognise and assess individuals’ needs, involving relevant professional agencies and relatives where needed, to formulate personalised care plans for each individual.
- To provide the highest level of personal care and attention to young people, following individual care plans carefully and ensuring all contact is polite, friendly, warm and supportive.
- Promoting the social and emotional wellbeing and development of young people and to consistently strive to further develop these skills.
- Responsible for understanding and complying with statutory and legal requirements relevant throughout the home, including HACCP, COSHH, Health and Safety, all aspects of the Health & Social Care Act to maintain a safe environment throughout the home.
- To support the RM with the effective running of the home ensuring all legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are met and all risk assessments are regularly carried out (including fire checks) to meet the high standards expected at Maroon House.
- To keep up to date with the Children’s Homes Regulations and Quality Standards; related legislation and inspection frameworks and implement as necessary.
- Contribute to inspections carried out by Ofsted and any external professionals as required.

- Follow young people’s individual care plans, to administer medication to young people as prescribed, accurately maintaining appropriate records for both.
- To establish and maintain effective means of communication and good relationships with young people, relatives, employees in the home along with others externally such as professionals in the caring environment, outside suppliers, agencies.
- Support the RM with staffing requirements, including the recruitment of suitable employees for the team, facilitate effective inductions, ensuring the training needs for all the team are identified and met.
- To carry out regular supervisions and assessments, ensuring Larkspur House is a friendly and supportive caring environment.
- To support young people with their personal financial arrangements, maintaining confidentiality of all information, and that any financial transaction is recorded and treated with the utmost honesty.
- To support the RM with prospective/potential young people for the home including; providing relevant information and guided tours. Also, to welcome new young people, complete appropriate records and paperwork and ensure adequate arrangements are made for every resident.
- Liaising with carers as necessary and maintaining high levels of professionalism at all times.
- Promoting and safeguarding the welfare of the young people, and to regularly stay updated in relation to any changes within safeguarding legislation and policy.
- To liaise and support education staff with the young person’s daily educational needs as required.
- To carry out any other appropriate duties requested by the Registered Manager, Responsible Individual or Directors.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment.

Other Duties

- To attend relevant internal and external meetings/training as requested.
- To participate in internal supervision and the Larkspur House annual performance appraisal process and undertake relevant staff development.
- To be responsible for the health and safety of self and others.
- Provide cover in other areas as required.
- To make secure all buildings on leaving the site.
- To carry out any other appropriate duties requested by the Registered Manager, Responsible Individual and Directors.
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with Larkspur House’s Safeguarding Policy & Procedures.

I accept this job description as a definition of the key responsibilities and duties of the post of the Senior Residential Support Worker. I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Person Specification

Senior Residential Support Worker

Skills and knowledge		
NVQ level 2 Health and Social Care	E	Application form
NVQ level 3 in Care (if not held, the successful candidate must commit to achieve this within 2 years)	D	A, Interview
Current First aid at work qualification	D	A
Qualification in Safeguarding Children and Young People	D	A
Knowledge of IT including use of email, the internet and keeping electronic records	E	A, Interview
Recognised qualification or training in behaviour management	D	A
EXPERIENCE		
Experience of working with external professionals such as local authorities and social workers	E	A, Interview
Experience of managing staff including planning rota's and arranging cover	E	A, Interview
Experience of working with young people who may also have additional needs including challenging behaviour	E	A, Interview
Planning & coordinating activities in conjunction with others	D	A, Interview
Evidence of building a high-performance team	D	A, Interview
Experience of care planning/development planning for people and an understanding of person centred planning	E	A, Interview
Evidence of successfully implementing independent living initiatives for children and young people	D	A, Interview
An understanding of working with children and young people with challenging behaviour	E	A, Interview
SKILLS		
Ability to use own initiative and exercise sound judgement	E	Interview
Good communicator with excellent interpersonal skills	E	Interview
Ability to deal with sensitive and confidential information	E	Interview
Good organisational skills and attention to detail	D	Interview
Proven experience of effectively managing young people's behaviour	E	A, Interview
Commitment to staff development	D	Interview
Knowledge of quality assurance systems within the work place/service standards	D	Interview
IT literate with good knowledge of Microsoft Office, particularly Word, Excel, and Outlook	E	A, Interview
PERSONALITY		
Desire to work with children and young people	E	Interview
Discretion, patience and sense of humour	E	Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview
Ability to work within a total communication environment	E	Interview
Professional approach	E	Interview
Good presentation skills	D	Interview
Commitment to implement change to improve service standards	E	Interview