

& JOB DESCRIPTION APPLICATION PACK

Senior Residential Support Worker

**Supporting Young People
Strengthening Futures.**

About Prosperity Children's Services:

At Prosperity Children's Services our mission is to improve the lives of children and young people in our care by providing safe, supportive, and high-quality services across Lancashire and Greater Manchester.

Prosperity Children's Services focuses on four core elements; Residential Homes, Outreach Services, Therapy and Education.

Our homes provide a stable foundation that many children may not have experienced before. It's essential that both our environment and the staff who support our children and young people deliver the highest standard of care to ensure the best possible outcomes for every child.



Benefits

- Private Medical Insurance – on successful completion of probation
- Death in service – 3 x annual salary
- Employee Assistance Program offering support for each employee and one member of their family including financial advice, mental health support etc
- Long service awards – 2, 5 and 10 years
- The option to Buy, Sell and carry forward holidays
- Free food all day, breakfast, lunches and snacks
- Christmas gift card

Coming soon...

- Moneywise credit union savings club for all employees
- HRT support
- Eye care vouchers



POST TITLE: Senior Residential Support Worker

RESPONSIBLE TO: Homes Manager

LIAISON WITH: Homes Manager and Senior Management

OVERALL RESPONSIBILITIES:

1. PRIMARY

- 1.1 To play a role in the establishment, maintenance, and development of the environment and climate of the home, thus providing young people with a calm and relaxed living experience conducive to emotional security and personal happiness and growth.
- 1.2 To be a good supportive member of staff to your colleagues.
- 1.3 To be actively involved in planning and participating in the homes recreational and social programme and engage individuals and groups in constructive, enterprising, and socially extending range of leisure pursuits.
- 1.4 To respect and maintain the confidential nature of the work.
- 1.5 To maintain service wide adherence to the company's policy, procedures and guidelines
- 1.6 To ensure Health and Safety standards are reflected in work practice
- 1.7 To have a good understanding of the Children's Home Regulations and Quality standards. Work alongside the Social Care Common Inspection Framework, Statement of Purpose as well as having a good understanding of the Ofsted process and a good knowledge of all current Children's Legislation.
- 1.8 To support and oversee Support Workers.
- 1.9 To have good IT skills and clear recording and logging of information
- 1.10 Build good professional relationships with external agencies as well as the young people in the home
- 1.11 Ensure House and Young person's meetings are carried on a weekly basis.
- 1.12 Encourage the life skills programme within the home for each young person.
- 1.13 Support the homes manager with everyday tasks within the home.

2. YOUNG PEOPLE

- 2.1 To establish good relationships with young people based on confidence, trust, understanding and mutual respect, setting a good example to all staff, using a therapeutic approach where appropriate.
 - 2.2 To encourage young people to maintain socially acceptable standards of behaviour.
 - 2.3 To provide all young people with guidance of a personal and social nature.
 - 2.4 To take a share of responsibility for the safe supervision of young people by exercising adequate control.
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- 2.5 To be responsible as Key worker for young people undertaking casework, report writing and initiating and implementing individual care plans.
- 2.6 To ensure young people are supported to maintain their physical and mental wellbeing
- 2.7 To ensure that each individual has a personal support plan and individual risk assessments which they have been involved in creating and which they own.
- 2.8 To maintain confidentiality and respect the dignity and privacy of young people in line with the company's policies and procedures.
- 2.9 To ensure referral meetings, reviews, planning meetings etc, for young people are carried out in a timely manner and in line with best interests
- 2.10 To ensure young people are supported in practical, personal, financial, social, domestic skills to promote independence/confidence in themselves in line with Prosperity Children's Services life skills programme.
- 2.11 To promote and ensure professionalism and effective communication. Coordinate and liaise with families and outside agencies as appropriate.
- 2.12 To advocate for the young person where necessary and ensure each young person views, wishes and feelings are heard and listened too.

3. STAFF GROUP

- 3.1 To be responsible for, and to contribute to your own professional development.
- 3.2 To attend and participate in staff meetings as appropriate.
- 3.3 To participate in appropriate In-Service Training.
- 3.4 To be involved in the induction and initial support of new staff.
- 3.5 To ensure staff are aware of and implement safeguarding policies and procedures in accordance with best practice and in accordance with Prosperity Children's services policy and procedures
- 3.6 To deploy staff resources appropriately through economic usage within the rota and to plan staff availability to cover individual support needs.
- 3.7 To work with other Prosperity Children's services managers/Seniors to effectively share staff resources where applicable
- 3.8 To help support staff induction; training development and support with staff supervisions where necessary.
- 3.9 To work in a fast paced environment due to placements being 28 days.

4. ASSESSMENT, RECORDING AND REPORTING

- 4.1 To make full use of the company's mechanisms to record young people's progress and development.
- 4.2 To contribute towards social and emotional reports as required.
- 4.3 To attend and contribute to the Annual Multi-disciplinary Review, care planning or other meetings as required.

4.4 To support the homes manager to implement and disseminate monitoring and Quality assurance auditing information.

4.5 To ensure timely completion of reports as required

5. RESOURCES:

5.1 To make effective and efficient use of the resources available within the home and to be aware of resources provided by the company and those within the community.

5.2 To maintain the orderliness of the young people's living areas and social areas and clean such areas regularly.

6. MANAGEMENT, ORGANISATION AND ADMINISTRATION

6.1 To monitor objectively the quality of relationships between young people, between staff and young people and between staff with the constant aim of improvement.

6.2 To ensure that full and complete casework records of young people progress are maintained in respect of all young people in your care.

6.3 Supporting strategic thinking within the organisation through reports and audit information.

6.4 Supporting staff to identify new activities/opportunities and maintain the local resource file.

6.5 Planning support around changing needs /moving on as appropriate

6.6 Communicating effectively with all departments and colleagues of the organisation. 6.7 Ensuring regular team meetings both of individual staff groups are organised and attended.

6.8 There is an expectation that the work will include significant administration tasks including but not limited to: report writing, audits, budgetary overview including commentaries on variances, handling money, telephone and computer work

6.9 To ensure individual documentation is regularly updated, read and understood by all staff members

6.10 To maintain an overview of work with young people that creates and maintains personal documentation and support plans.

7. GENERAL DUTIES

7.1 To perform any other reasonable task that the Homes Manager / Deputy may ask from time to time.

7.2 To act as driver and/or escort young people to and from school, on shopping trips and activities.

7.3 To perform sleeping-in duties as required.

7.4 To maintain an overview of the support that is being provided to each individual.

7.5 To listen and offer advice to members of the staff team, to support decisions being made for young people considering best interests

- 7.9 To help coordinate support with daily living that may include, but is not limited to shopping cooking and housework
- 7.10 Help to maintain the environment where the young person lives and get repairs done when needed
- 7.11 Personal care if needed
- 7.12 Managing medication in line with policy
- 7.13 Managing money
- 7.14 Staying safe at home and in the community
- 7.15 Attending appointments and promoting the young person to lead a healthy lifestyle
- 7.16 To maintain current activities for the young person and find new activities and opportunities
- 7.17 Providing support, and future planning to include support with moving on as appropriate

8. HEALTH & SAFETY

- 8.1 To ensure familiarity with and understanding of the requirements of the organisation's health and safety policies and procedures.
- 8.2 To support identify and include in training plans all health and safety training requirements.
- 8.3 To ensure all staff attend all mandatory health and safety training courses.
- 8.4 To ensure that all staff follow safe working practices.
- 8.5 To ensure that personal protective equipment is provided, available and used where required.
- 8.6 To monitor and review the fire safety procedure in accordance with the fire safety policy and ensure all staff are aware of fire drills/evacuation procedures.
- 8.7 To refer employees with work related problems to appropriate HR personnel and liaise with Occupational Health services.
- 8.8 To inspect all equipment regularly to ensure it is fit for purpose.

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Prosperity Children's Services is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Employee Signature.....

Print Name

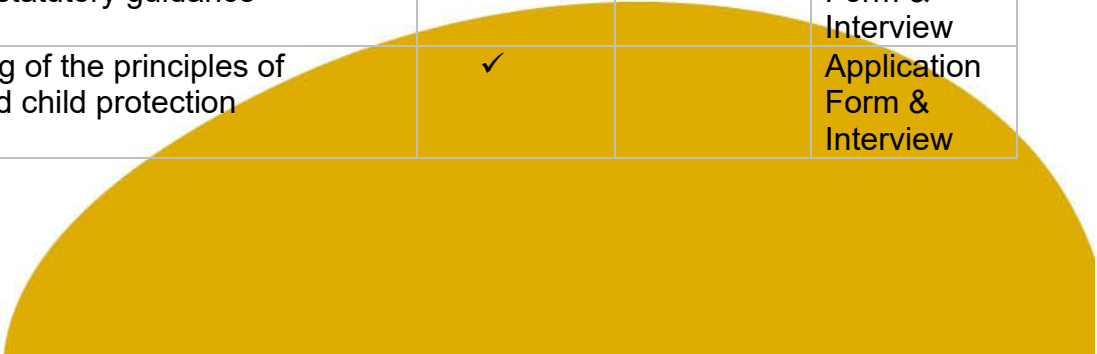
Date

Prosperity Children's Services is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.



PERSONAL SPECIFICATION

Criteria	Essential	Desirable	Verified by
Qualifications/Professional Membership			
Level 3 Diploma for the Children and Young People's Workforce (Children's social care pathway) or equivalent.	✓		Application Form & Certificate
Level 5 Leadership and Management (Children's social care pathway) or equivalent.		✓	Application Form & Certificate
Experience			
Minimum of 1 years' experience of working with young people in a residential setting or relevant setting.	✓		Application Form & Interview
Minimum of 1 years' experience leading a shift within a children or young persons residential setting	✓		Application Form & Interview
Experience of managing, motivating and developing teams.		✓	Application Form & Interview
Experience or writing or maintaining care plans/other documentation		✓	Application Form & Interview
Knowledge or experience of delivering a therapeutic model such as PACE		✓	Application Form & Interview
Knowledge			
An understanding of the needs of looked after young people	✓		Application Form & Interview
Knowledge of the relevant regulations, legislations and statutory guidance	✓		Application Form & Interview
An understanding of the principles of safeguarding and child protection	✓		Application Form & Interview





An understanding of intervention strategies	✓		Application Form & Interview
An understanding of Child development	✓		Application Form & Interview
To have a good understanding of the Children's Home Regulations and Quality standards.	✓		Application Form & Interview
Work alongside the Social Care Common Inspection Framework, Statement of Purpose as well as having a good understanding of the Ofsted process and a good knowledge of all current Children's Legislation.	✓		Application Form & Interview
Effective communication and interpersonal skills with colleagues, outside agencies, children and families	✓		Application Form & Interview
Use own initiative when required	✓		Application Form & Interview
Demonstrate Flexibility in order to support the needs of the company	✓		Application Form & Interview
Effective and accurate reporting, recording and administrative skills	✓		Application Form & Interview
Effective care Planning	✓		Application Form & Interview
Ability to effectively supervise individuals and a team	✓		Application Form & Interview
Special Conditions			
Full UK Driving Licence	✓		Application Form & Interview



How to Apply:

➡ [Download Application form](#)

CVs alone are not accepted for all roles.

If shortlisted for interview you will move to the next stage of our recruitment process.

Get Fast Tracked

Already ahead of the game? You could start your journey with us even sooner. If you currently hold a valid Enhanced DBS (for Children or Children & Adults) and are registered with the DBS Update Service, you may be eligible for our Fast Track recruitment route. Waste no time in fast tracking your way into our team.



What does Fast Track mean for you?

- Quicker onboarding – skip unnecessary delays
- Faster enrolment onto your chosen programme
- Early access to training and placements
- Start earning and gaining experience sooner

We recognise the value of candidates who are already prepared and compliant, so our Fast Track option is designed to get you moving quickly and efficiently.

Who is eligible?

You may qualify if:

- You hold a current Enhanced DBS certificate
- Your DBS is registered on the Update Service
- The certificate is relevant to the role you're applying for

➡ [Learn more about Fast Track](#)



Prosperity
Children's Services

Supporting Young People Strengthening Futures.

Follow us: **in**  **f** 

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Ofsted 