



JOB TITLE: Graduate Residential Support Worker (GRSW)

THE ORGANISATION

Solis MMC Children's Services, in partnership with Solis Trust, was established in 2005 and provides responsive, quality services to children and families who are assessed as being in need. We do so through the provision of a continuum of services that integrates emergency residential respite, medium and long-term children's residential homes and community based services.

Solis MMC is committed to developing solution focused services for young people and families.

OVERVIEW OF ROLE

In developing this Job Description we are cognisant of National Standards for Residential Children's Centres, our need to comply with these standards and the need to focus the role of the Trainee Residential Support Worker on ensuring our compliance with the said standards.

A Qualified Post Graduate Residential Support Worker (hereafter referred to as GRSW) is an employee with a relevant child care qualification but has little to no experience working with young people with challenging behaviours.

The GRSW will receive comprehensive and ongoing support from the Residential Support Workers (hereafter referred to as RSW), Shift Coordinators (hereafter referred to as SCO) and Centre Manager. They will be guided in their daily practice by the Shift Coordinator and will receive ongoing performance feedback in order to aid their development from both the SCO and Centre Manager.

Existing qualification, background experience and overall competency of the GRSW will be considered when tasks are being identified and the introduction of duties and responsibilities, as outlined in this Job Description, will be an ongoing working process. The Centre Manager will regularly review the Job Description through supervision and will identify areas which they determine the GRSW can safely perform.

The GRSW will have an integral practice role, which will be guided on a daily basis by the SCO and Centre Manager, and will ensure that the highest quality of care is provided to young people. The role will require administrative duties as well as responsibilities pertaining to the progression, practice and implementation of Placement Plan objectives.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the GRSW as outlined have been identified based on the National Standards for Children's Residential Centres (2001), through which all residential centres.

1. PURPOSE AND FUNCTION

1.1. The GRSW will receive a comprehensive company induction which will incorporate the National Standards for Children's Residential Centres (2001), the concomitant organisational Policies and Procedures and all associated national policy and legislation. They will be responsible for ensuring that they are competent and confident in adhering to these in daily practice. Supporting literature will be regularly reviewed via the supervision and Team Meeting process.

1.2. The GRSW will develop an understanding of the centres Statement of Purpose and Function, an awareness of how this is actualised in daily practice and knowledge of the expectations of this statement.

1.3. The GRSW will observe and shadow experienced staff members and will present themselves as a consistent role model to children.

2. MANAGEMENT AND STAFFING

Notification of Significant Events

2.1. The GRSW will contribute to Significant Event Reports (SEN), guided by the RSW's and SCO.

Staffing

2.2. The GRSW will participate in a comprehensive induction to the organisation and their appointed centre including the centre's recording systems and operations, and they will be provided an opportunity to shadow experienced staff practice.

Supervision and Support

2.3. The GRSW will participate in fortnightly / monthly supervision with the SCO / Centre Manager which will be practice and learning based. The GRSW will be required to complete their monthly checklist at least one day in advance of supervision.

2.4. The GRSW will attend shift handover meetings, ensuring that all information is appropriately and fully communicated.

3. MONITORING

3.1. The GRSW will be provided with opportunities to review internal Quality Audit Reports and external Monitoring and Inspection Reports for the centre through supervision.

4. CHILDREN'S RIGHTS

Consultation

4.1. The GRSW will participate in Young People's House Meeting's, which will be chaired by the SCO or experienced RSW.

4.2. The GRSW may be involved in the shadowing of the keywork process for a young people, in line with assessed needs and young person's consent. (This will be a developmental learning

process for the GRSW and will only be applicable if / when the Centre Manager determines the GRSW is appropriately skilled to do so effectively.)

Complaints

4.3. The GRSW will be responsible for keeping abreast of the organisational complaints procedure and will be accountable for ensuring that all grievances and complaints made directly or indirectly to them during their shift are identified, recorded and passed to the SCO or Centre Manager.

5. PLANNING FOR CHILDREN AND YOUNG PEOPLE

Contact with Families

5.1. The GRSW will be responsible for adequately recording all contact they make with young people's families; these will be signed and approved by the SCO or Manager prior to filing in the young people's care folders.

Emotional and Specialist Support

5.2. The GRSW may be required to shadow the keyworker for young people who will then be accountable for the implementation of the keywork policy, whilst being supported and guided by the SCO and Centre Manager.

5.3. The GRSW will develop knowledge on the Placement Plan process and may contribute to the development of a comprehensive and achievable Placement Plan in conjunction with the SCO.

5.4. The GRSW will contribute to the daily implementation of the Placement Plan through Weekly Plans and Individual Work Schedules; the SCO will identify all relevant work for the GRSW.

5.5. The GRSW may contribute to the monitoring and review of the Placement Plan; through Weekly Reports and monthly through Supervision.

Preparation for Leaving Care

5.6. The GRSW will assist in the process of independent living skills in order to prepare the young person for turning eighteen.

Discharges

5.7. The GRSW will participate in reflective practice following the discharge of all young people from the centre in order to determine the learning distilled from the placement overall.

Aftercare

5.8. The GRSW may be required to contribute to the advocacy for young people in relation to their aftercare process and will contribute to this process where appropriate.

Children's Case and Care Records

5.9. The GRSW will contribute to recordings, as identified by the SCO and Centre Manager; all records will be verified by the SCO or Manager prior to filing and they will receive feedback from the SCO and Centre Manager in relation to completed records.

5.10. The GRSW may be required to contribute to the completion of Weekly Reports for all young people within the centre.

6. CARE OF YOUNG PEOPLE

Individual Care in Group Living

6.1. The GRSW will be responsible for engaging effectively with young people and developing positive developmental relationships. They will be responsible for their implementation of Laursen's Seven Habits of Reclaiming Relationships, which is the organisational approach to practice.

Provision of Food and Cooking Facilities

6.2. The GRSW will source groceries, prepare and cook meals and clean up thereafter alongside the young people where that is safe and appropriate.

Managing Behaviour

6.3. The GRSW will be introduced into the Placement Support Plan system and will be part of a forum where Placement Support Plans are reviewed at all shift handover processes, understood, and verified.

Restraint

6.4. The GRSW will be trained in TCI and may contribute to Physical Intervention Reports, in close guidance of the SCO, ensuring that these efficiently recorded, accurate in detail and presented to a high standard.

Absence without Authority

6.5. The GRSW will ensure that they have full awareness of policy relating to Absence without Authority and knowledge of each young person's Absent Management Plan. They will be guided by the SCO in instances of absence to ensure full adherence to policy.

7. SAFEGUARDING AND CHILD PROTECTION

7.1. The GRSW will contribute to the Risk Assessment process on a daily basis, alongside the SCO and RSW.

7.2. The GRSW will be responsible for ensuring the adequate supervision of all young people during their shifts.

7.3. The GRSW will be responsible for adherence to Child Protection Policy and for the prompt notification of Child Protection Concerns, in conjunction with the SCO.

8. EDUCATION

8.1. The GRSW will help facilitate educational activities and opportunities for young people, as directed by the SCO.

9. HEALTH

9.1. The GRSW will encourage and facilitate relevant medical appointments for young people and ensure that such visits are recorded and verified by the SCO for inclusion within the care records.

10. PREMISES AND SAFETY

Accommodation

10.1. The GRSW will contribute to a safe, caring environment within a warm, homely atmosphere is created for young people.

10.2. The GRSW will contribute to the high presentation of the centre at all times through the implementation of the centre cleaning schedule and ensure that the grounds are maintained at all times.

10.3. The GRSW will assist in the full implement of the centre's hospitality policy.

Safety

10.4. The GRSW will adhere to the Protection of Staff Belongings Policy is implemented at all times; that bags, wallets, phones and car keys are secured without exception.

10.5. The GRSW will be responsible with the SCO for ensuring that Accident Reports are promptly completed and notified where an accident has occurred on their shift.

Fire Safety

10.6. The GRSW will contribute to the Fire Drills that take place in accordance with organisational policy.

Date:

6th June 2017