

## Job Description

<b>Job Title:</b>	Residential Support Worker
<b>Reportable to:</b>	Team Leaders, Deputy Manager & Registered Manager
<b>Accountable to:</b>	Regional Director

**Purpose of Job:** To deliver high standards of care, protection and support to children and adults with learning disabilities and related complex needs by facilitating their physical, psychological, emotional and recreational development.

### Tasks/Duties & Responsibilities

- To be responsible to the team, senior staff and the registered manager for the direct care of the children, adults and support of the staff team when on duty.
- To actively promote Swanton Care and Community philosophy of creating a family style home and maintain the home's Statement of Purpose.

### Professional Care Worker practice

- To take part in an induction process. Ensure that you are aware of the Business and legal policies and procedures, and work within them.
- To be aware of and have an understanding of autism and the models on which the home's practice is based and the theory that underpins the model.
- To be familiar with and aware of safeguarding issues procedures and guidelines.
- To be alert to the signs of distress and abuse, and to ensure that the children and adults are monitored and protected.
- To ensure you have all relevant information on the child and adult's background and present needs by reading all relevant documents & signing records.
- To be aware of relevant information, that requires daily attention such as children and adults logs, incident files, sanction and communications books, diary etc. To ensure that you record all information accurately and legibly and communicate it appropriately.
- To attend handovers giving and receiving all information appropriately as well as contributing to discussions and debriefings.
- Agree consequences of actions with children and adults that will benefit the child or adult and create opportunities for changes in behaviour and renewed confidence in line with the organisation's practice model.
- To contribute to the normal development of the children and adults through the provision of a healthy life style.
- To be aware of the children's and adults leisure and recreational needs and preferences within Business policies and guidelines.
- To communicate all concerns to the Registered Manager with regards to the children and adults physical or emotional needs and be alert to signs of distress or abuse, and to ensure that children and adults are monitored and protected.
- To listen to and talk to children and adults, and to observe their behaviour, and record significant features.
- To contribute to placement planning, participating in reviews and other meetings as required, and to assist in the implementation of placement plans to facilitate the children and adults working towards the aims and goals of their care plans, taking into account the views of the child or adult.
- Where it has been agreed with your supervisor, to carry out the responsibilities of a key-worker as described in individual home's staff policy.

- To attend group meetings with an awareness of how communication promotes emotional growth and development whether verbal or non-verbal.
- To promote Swanton Care and Community philosophy of behaviour management through consistency, respect, warmth and empathy and above all compassion.
- To provide for the child or adults physical needs as necessary, for example, by cooking, washing, ironing, shopping, bathing (where appropriate), budgeting, or by enabling the child or adult to carry out such tasks for themselves.
- To assist in returning them to their families or enable them to move on to alternative carers or independence at the appropriate stage in their lives.
- To ensure the rights and needs of children and adults are met as fully as possible whether spiritual, physical, intellectual cultural or social and to ensure that the children and adults primary needs are met when on shift.
- To provide a caring and supportive environment for children and adults that respects and affirms their racial, cultural and religious identity and lifestyle.
- To facilitate and support any family or other contacts important to the individual child or adult, agreed by reviews/planning meetings or court hearings. Also to protect children and adults from contact with individuals who have been deemed as inappropriate or a danger to the individual child or adult.

### **Professional practice**

- To act as a member of the staff team and be aware of the importance of team work, supporting colleagues and receiving support as necessary.
- To liaise professionally with families and outside agencies including social workers, care managers, teachers, therapists and any other relevant bodies as directed.
- To attend and participate in staff meetings, individual formal supervisions, handovers, staff debriefings, consultation sessions to ensure consistency and good practice.
- To maintain Swanton Care and Community policies regarding Health and Safety,
- To always maintain confidentiality, having no communication with the media or other outside bodies without written permission.
- To accompany the children and adults on their annual holiday.
- To maintain good record keeping and effective methods of communication to ensure consistency, monitoring and supporting your colleagues' contributions.
- To be accountable for budgets allocated for specific purposes including distribution, recording and any other relevant transitions when on shift.
- To attend compulsory training and induction and identify your own specific training needs.
- Be available for and make productive use of professional supervision.

### **Other responsibilities**

- To be involved in the promotion of good domestic and material standards throughout the home.
- To undertake any other tasks requested by the registered manager or senior management.

### **Personal:**

- To take responsibility for own professional development.
- Keep abreast of good practice, Business policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
- To make use of regular professional supervision.
- To undertake and feedback on relevant training courses

### **Hours and Annual Leave**

- A flexible 24-hour rota system is worked including evenings and weekends.
- Holiday entitlement: 28 days holiday per year including statutory Bank Holidays.

**Place of Work**

- Residential Support Workers place of work will depend upon their specific Home, however they may be expected to help out in one of the other Business residential homes.

**Probation Period**

This position is subject to successful completion of six months' probation period. The Registered Manager in consultation with the Responsible Individual may terminate or reverse the appointment as a result of poor performance/incompetence or any such practice not befitting a Residential Support Worker.

This is a description of the job as it is at present constituted. It is the practice of the Business to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the Business's aim to reach an agreement on reasonable changes, but if agreement is not possible the Business reserves the right to insist on changes to your job description after consultation with you.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_