

Job Description

Job Title: Senior RCW

Scale: Under review

Hours; 160 full time/80 part time on a shift basis.

Overall Purpose: To assist the Team Leader and Registered Manager in ensuring all responsibilities of the New Pathways Group's residential homes are met.

Responsible to: Registered Manager

Reports To: Team Leader

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards children, staff, other professionals and service users.
2. In conjunction with the Team Leader & Registered Manager ensure the highest standards of care takes place at all times.
3. Implement individual and team learning and development plans in conjunction with professional and organisational requirements
4. Ensure all policies and procedures in relation to children, staff and others (professionals & visitors) are implemented.
5. Contribute to the monitoring, evaluation and review of policies and procedures as appropriate.
6. Provide and / or ensure supervision in conjunction with laid down standards and requirements in conjunction with Team Leader / Registered Manager
7. Work with the Team Leader & Registered Manager at appropriate intervals to monitor and address staff performance.
8. Assist in the management and be directly accountable for an allocated budget

9. Assist Team Leader in the implementation of all designated areas of the children's care plan in accordance with LAC or other reviews.
10. Assist the Team Leader in chairing regular team meetings on rotational basis
11. Assist in co-ordination and delivery of regular team performance and service reviews.
12. Ensure the health and safety of all children, staff and visitors to the home by conducting and responding to regular hazard and risk assessments.
13. Conduct and / or ensure risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to their duties.
14. Ensure that all records are properly monitored and maintained in conjunction with organisational requirements, data protection and human rights legislation and regulation.
15. Ensure that confidentiality is maintained at all times in respect of organisational policies in respect of young people and staff
16. Check and monitor all staff records in relation to daily tasks, housekeeping and health and hygiene
17. Attend or designate attendance to appropriate staff members for the attendance of all relevant child care planning, reviews and meetings.
18. Promote equality at all times in respect of standards of care, staff behaviour and performance.
19. Co-ordinate effective selection procedures to ensure that high calibre staff are recruited to the organisation.
20. Assist the Team Leader in conducting staff disciplinary and grievance issues and address poor performance.
21. Ensure all administrative duties and tasks are completed according to requirements.

22. Take responsibility in partnership with the Residential Managers for own learning and developmental needs and ensure implementation of own Individual Development Plan.
23. Attend supervision / consultation sessions on an agreed basis with the Team Leader/Registered Manager.
24. Ensure preparation for internal and external audit and inspection purposes.
25. Carry out all other duties as deemed necessary to ensure the highest standards of care at all times.

Prepared by: Residential Service Manager

Reviewed on: February 2010

Important Note.

The work of the New Pathways Group is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

The New Pathways Group requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. The New Pathways Group operates a culture of awareness policy and all staff will be subject to thorough reference checks.

Person Specification

Senior RCW

	<u>Essential</u>	<u>Desirable</u>	Where assessed
Attitude	<ul style="list-style-type: none"> • Genuine commitment to the welfare of Looked After Children. • Commitment to Anti-Oppressive practice • Honesty, Tolerance, Trustworthy, Patience, Flexibility. • Interest in the development of other workers 		Interview
Qualifications/ Education	<ul style="list-style-type: none"> • NVQ level 3 in Health and Social Care or equivalent. 	<ul style="list-style-type: none"> • NVQ level IV or equivalent, NVQ Assessors Award D32/D33 / A1 • Health & Safety Training • First Aid Training 	Application / Interview
	<ul style="list-style-type: none"> • Knowledge and understanding of the Children Act 1989/2004 and Every Child Matters • A sound knowledge and understanding of areas relating to Safeguarding 	<ul style="list-style-type: none"> • Ongoing knowledge of legislation 	Application / Interview
	<ul style="list-style-type: none"> • Knowledge of child development 		Application / Interview
Work Experience	<ul style="list-style-type: none"> • Minimum one years residential social care experience 	<ul style="list-style-type: none"> • Experience of working in other settings. • Experience of working with staff in a supervisory 	Application / Interview

		capacity	
	<ul style="list-style-type: none"> • Knowledge of the issues young people have to deal with 	<ul style="list-style-type: none"> • Direct work with families • Knowledge of regulatory procedures 	Application / Interview
		<ul style="list-style-type: none"> • Multi-disciplinary approach to meeting clinical, physical and emotional needs. 	Interview
Skills and abilities	<ul style="list-style-type: none"> • Flexibility to respond to the needs of the organisation and young people. 	<ul style="list-style-type: none"> • Ability to motivate, supervise, appraise staff and ensure that training and development needs are met 	Interview
	<ul style="list-style-type: none"> • Good communication and interpersonal skills 		Interview
	<ul style="list-style-type: none"> • Good report writing and organisational skills 	<ul style="list-style-type: none"> • Experience of completing risk assessments in residential and community settings 	Application / Interview
Professional Development	<ul style="list-style-type: none"> • Committed to professional development & learning opportunities 		Interview