



Sheffield City Council Job Description

Residential Support Worker

Portfolio: People Services

Service Area: Provider Services, Children's Residential, Aldine House
Secure Children's Home

Grade: 5, plus secure unit allowance and enhancements for evening and
weekends worked

Responsible To: Team Leader

Responsible For: N/A

Holidays and Sickness Relief: RSW Staff

Job Purpose

TO PROVIDE CARE, SECURITY, CONTROL AND SUPPORT TO YOUNG
PEOPLE PLACED IN THE SECURE UNIT.

The postholder must at all times carry out his/her responsibilities within the spirit of the City Council's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

Duties and Responsibilities

Specific Duties and Responsibilities

1. To work within the strategic objectives of CYPS in accordance with departmental and Secure Unit policy and practice procedures.
2. To work a 24 hour rota to provide day to day care, control, security and support to young people in the unit.
3. To operate within a professional framework based on the Sheffield City Council Code of Conduct, and Rights and Responsibility document.
4. To be accountable for their actions or in actions within the performance and appraisal framework – to maintain unit records to a satisfactory standard, in line with unit policy.
5. To work as part of a RSW staff group to provide:
 - Care, control and support to young people placed in the unit
 - Care, which meets the needs of young people relating to race, gender, age and sexuality
 - To maintain confidentiality as required by the unit operational manual and departmental policy
 - To maintain unit records and case records
6. To maintain standards of security as set out in the operational manual for the unit, particularly those set out for the RSW staff.
7. To work within a multi disciplinary setting, in accordance with Council Policy re anti discriminatory practices and equal opportunities.

General Duties and Responsibilities

1. To be part of the shift team which works together to provide care, control and security to the young people placed in the unit.
2. To undertake all the different tasks within the shift team including shift co-ordination.
3. To undertake link-working duties in respect of individual children, as directed by the management team.
4. To contribute to the education of young people placed in the unit.
5. To undertake domestic and catering duties as required.
6. To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.
7. To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check and a Disqualification from Childcare Declaration.

Issue date: January 2018

Person Specification

Residential Support Worker

Minimum Essential Requirements	Assessment Method
Knowledge and Experience	
At least one year's experience of working with young people or a vulnerable group.	AF
To be able to work to a standard required at NVQ Level 3 Children's Award in Health & Social Care or at Level 3 Diploma for the Children & Young People's Workforce.	AF / I
<p>Ability to acquire a working knowledge of:</p> <ul style="list-style-type: none"> ▪ Security policy and procedures ▪ Health & Safety at work regulations including the fire procedures and precautions ▪ COSHH regulations ▪ Making risk assessments ▪ Child protection policies and procedures ▪ Children Act, particularly with regard to planning and review of looked after children ▪ Home Office requirements regarding placements ▪ The legislative basis of secure accommodation for young people ▪ The unit policy and practice manual ▪ Aldine House – Statement of Purpose and Function 	AF / AC / I
Skills and Abilities	
<p>1. Ability to perform to an NVQ Level 3/Level 3 Diploma standard in the following areas:</p> <ul style="list-style-type: none"> ▪ The management of challenging behaviour, including undertaking control and restraint ▪ Care planning, review and case management of young people 	AF / AC / I

<ul style="list-style-type: none"> ▪ Making risk assessments, determining strategies and devising care plans for young people. 	
2. To be able to support young people's education both inside and outside the classroom	AF / AC / I
3. To work on own initiative and as part of the team.	AF / AC / I
4. To plan and deliver a range of leisure activities with young people.	AF / AC / I
5. To form positive working relationships with young people which promote their health, welfare and safety.	AF / AC / I
6. To be able to understand and meet the needs of young people with respect to their race, religion, culture and sexuality.	AF / AC / I
7. To be able to plan own work and prioritise tasks, and work to set timescales	AF / AC / I
8. To be able to promote healthy living with young people and their individual health needs.	AF / AC / I
9. To be able to work as part of a team to promote a good living environment for young people, including good standards of nutrition and hygiene, to work to keep the unit clean and tidy and to encourage the young people to do the same.	AF / AC / I
To be able to form positive relationships with young people and their families, colleagues and other professionals.	AF / AC / I
To be able to work day, evening and weekend shifts on a rota basis.	AF
Essential Qualifications	
NVQ health & social care level 3 'children's' award or level 3 diploma for children & young people's workforce – achieved or working towards.	AF
Behaviours – our ways of working	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieve shared commitment to service delivery.	AF / AC / I
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	AF / AC / I

Innovation: Positively seeks to do things better. Participates in opportunities, challenges and changes.	AF / AC / I
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	AF / AC / I

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

Health Risks Specification

Duties/Risks involved

ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input checked="" type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input checked="" type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

