Senior Residential Child Care Officer
£19,430 - £24,964 Pro Rata
Residential Services for Disabled Children
Permanent

Edgewood Road - 36.5 hrs x 3 (part time hours would also be considered)
Charles House - 36.5 hrs x 2 (part time hours would also be considered) and 22 hrs x1

Birmingham City Council directorate for people have a number of vacancies within the Residential Services for Disabled Children.

The service provides long term and short break placements for disabled children who have learning disabilities, physical disabilities and complex health needs. We pride ourselves upon providing the best service possible to disabled children and work closely with Social Care, Health and Education to build the best packaged of care for children and their families through various stages of their lives from 5 to 18 years.

All of the provisions are Ofsted registered and operate within the legal framework of The Childrens Homes Regulations 2015 and The Quality Standards. All of the roles are subject to satisfactory DBS check, references and a 12 month probationary period. The homes are managed by a Home Manager who is registered with Ofsted, Deputy Manager and Assistant Manager.

We are looking for a dynamic enthusiastic person who can engage with disabled children and are passionate about getting the best outcomes for children and their families.

Senior Residential Child Care officer
For this role we are looking for someone who has at least 2 years' experience of working with children including experience of working with disabled children. You will need to hold the QCF level 3 or equivalent or be willing to undertake the qualification within 6 months of starting the role. You will be responsible for key working and ensuring good relationships with children and their families as well as working with a wide range of professionals.

You will be expected to undertake a range of training, including training in communication with non-verbal children and some health care for children with particular conditions. We have specialist trainers who will enable you to be competent in this area. You will also be expected to undertake a high level of personal care.

You will need to have good organisational skills work as part of a team and be able to plan and engage in a wide range of sport play and leisure activities with children.

For any informal enquiries please contact Anne Fenton on 0121 675 3924 for Edgewood Road and Contact Julie Clark on 0121 675 5879 for Charles House.

Ref: PE2632017

Closing Date: 21 September 2017

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Directorate for People

Job Description

Post: Senior Residential Child Care Officer  
Salary/Grade: GR3

Division: Children With Disabilities  
Section: Children's Residential Homes

1. **Job Purpose**

1.1 To be responsible, together with other team members, for the quality of day-to-day care, administration and organisation of the Children’s Home, and for the Care Plans of a number of Children, and Young People.

1.2 As a Corporate Parent, working with children, young people, carers, families and other partner agencies in meeting the needs of Children Looked After in the Children’s Home.

1.3 To ensure that all statutory regulations and other additional instructions and good practice are adhered to and that the appropriate records are maintained at all times.

1.4 To promote and maintain positive anti-discriminatory and anti-racist practices.

**Job Summary**

1.5 Assist in providing a service, which will meet the various social, emotional and educational rights and needs of children and young people within the Children’s Home.

1.6 Assist with safeguarding and promoting the welfare of children and young people looked after by the Children’s Home.

1.7 Participate in group and individual counselling.

1.8 Maintain good professional relationships with parents/carers, significant others and other professionals.

1.9 Ensure the home is in a satisfactory, hygienic state.

1.10 Promote good health care and hygiene.

1.11 Observe and regularly report, in writing, on the behaviour and development of the children and young people.
2. **Duties & Responsibilities**

2.1 To assist in the Registered Manager in the management of the home in all aspects to the Statement of purpose of the Home.

2.2 To assist in formulating Assessment, Placement Plans, Care Plans and Pathway Plans (where applicable) for each child or young person and formulate clear aims and objectives for each child/young person as necessary.

2.3 To provide a caring and supportive environment for children and young people, which respects and affirms their racial, cultural and religious identity and lifestyle.

2.4 To advocate for and support children and young people, which could include representing them or accompanying them at Police Stations, Court, Schools, Health facilities, job centres and other events.

2.5 To assist in returning children/young people to their families or help them to move on to alternative carers or preparing them for adulthood as part of the Care Plan and Pathway Plan.

2.6 To help field social work staff, parents and carers in the design and implementation of Care Plans and Placement Plans for each child/young person, taking into account the views of the child/young person.

2.7 Organising, providing and participating in stimulating activities for young people during their leisure time, which may also include holiday breaks with the children and young people away from the Children’s Home (usually between four to fourteen days).

2.8 If you are a driver, you would be encouraged to undertake driving duties as part of the role in 2.4 and 2.7. This would not pose a problem with Cars and People Carriers, albeit you would be required to undertake a short driving assessment.

2.9 To act as Key Worker to individual children/young people.

2.10 To maintain high quality childcare standards within the principles of the National Minimum Standards (Care Standards Act 2000) and the Children’s Homes Regulations 2001.

2.11 To support the Registered Manager with the routine production of statistical information, management information, procedure documents, etc, relating to children/young people resident in the Children’s Home, or who have left the Home.

2.12 To promote the health and well-being of all children/young people looked after in the children’s home (e.g. Health Monitoring, Mental Health, Sexual Health, Drugs, Alcohol, Tobacco, Volatile Substances, etc).

2.13 To promote a caring and supportive environment in which children/young people can feel secure and free from harm or bullying.
2.14 To act as a positive role model working within the City Council’s Code of Professional Conduct.

2.15 To actively promote the child’s/young person’s education by assisting with and encouraging school attendance, home work, school liaison, attending parent’s meeting/evenings, etc, in particular with our Education Partners.

2.16 To exercise appropriate behaviour management of children/young people by being alert and sensitive to difficult and contentious situations. Whilst preventative techniques should always be tried, at last resort it may be necessary to become involved in a restraint or holding situation with a child/young person strictly within “The Directorate’s Guidelines on Dealing with Restraint in Children’s Homes”.

2.17 To work within the Children’s Homes Behaviour Management Policy.

2.18 To be responsible for the maintenance of good quality written records and reports upon the individual child/young person’s progress, which can be used in meetings and reviews.

2.19 To be involved in the promotion and maintenance of good domestic and material standards throughout the home. This will on occasions involve Senior Residential Child Care Officers’ undertaking domestic duties cooking meals as part of a corporate parent role.

2.20 To ensure the rights and needs of children and young people are met as fully as possible, whether spiritual, physical, intellectual, cultural, emotional or social.

2.21 To maintain good links with Field Social Workers, LACES, Schools, Families and other Agencies (e.g. Health, Police, CAMHS, Youth Offending Service, The Local Community, etc).

2.22 To regularly attend staff meetings and monthly supervision sessions as requested.

2.23 As part of the staff development process, to undertake other duties at a higher responsibility level commensurate with relevant experience and ability as directed by the Registered Manager, within the framework of the employees Performance Development Review.

2.24 To accept specific responsibilities to assist in the general running of the Children’s Home as identified by the Registered Manager or SRCCO’s Supervisor.

2.25 As part of the staff development process, to undertake supervision of support staff where appropriate once the Senior Residential Child Care Officer has relevant experiences and ability to carry out this task.

2.26 To operate as shift leader as part of a rota after the SRCCO has completed 12 months experience.

2.27 To undertake training as necessary. You will be required to attend the City Council’s Internal Induction Courses and both internal and external training courses (including NVQ level 3 Children & Families if not already completed).
2.28 To commit to undertaking NVQ 3 Children and Families within two years of being in post (subject to available places), which includes completing mandatory knowledge based courses related to NVQ Level 3. You would need to be prepared to undertake some research and study to further your training when off duty.

**Additional Duties Specific to Children’s Homes for Children and Young People with Disabilities.**

2.29 To undertake and assist with personal care to children with disabilities as directed by the Registered Manager/Shift Leader/Supervisor.

2.30 To assist and enable children and young people with disabilities at meal times.

2.31 To support with personal care where appropriate. This will involve some manual handling within the individuals ‘Manual Handling Risk Assessment.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Registered Manager, Care Manager (or Assistant Care Manager in his/her absence).

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

   To be agreed

5. **Special Conditions**

   □ This vacancy is exempt from the Rehabilitation of Offenders Act

   □ A Criminal Records Bureau/ISA checks will be undertaken

   □ This post requires the holder to do varying shifts, which includes early morning and late evening work. The post holder also is required to work weekends as part of a rota and Bank Holiday as required.

   □ To meet the needs of children and young people there may be occasions whereby the postholder will be requested to remain on duty at the end of a shift to ensure that safe practice is maintained. (The postholder would be compensated for extra time worked).

   □ Sleeting-in duties are also required, for which an additional payment is made.

   □ On occasions you may be requested to change your rota at short notice as an emergency measure, to ensure the contingencies of the service are covered. You may also be requested to cover an additional sleep-in duty as emergency measures.
In accordance with the guidelines on Health and Safety, to accept responsibility for working within these guidelines and reporting any concerns to the Registered Manager.

As part of the Directorate’s mobility arrangements, you may be requested to assist at another Children’s Home when necessary.

Observance of the City Council’s Equal Opportunities Policy will be required.
Directorate for People

Person Specification

**Job Title:** Senior Residential Child Care Officer  
**Grade:** GR3

**Division:** Children’s Residential Home  
**Section:** Children’s Residential Homes

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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| **Experience** (Relevant work and other experience) | 1. Worked with children and families in a voluntary or professional setting.  
2. Experience of advocating for Children/Young People or undertaking the role of Key/Link Worker or similar.  
3. Experience of working in partnership with other professionals or agencies. | AF & I    |
| **Skills & Ability** e.g. written communication skills, dealing with the public etc. | 1. Effective communication and counselling skills.  
2. To have an understanding of the needs and rights of young people looked after.  
3. To have an understanding of the needs and rights of children/young people with emotional and behavioural problems or various disabilities.  
4. Ability to support and develop children’s/young people’s learning and education.  
5. Commitment to the Directorate’s Equal Opportunities Policy and to Anti-oppressive Practice.  
6. Ability to supervise/manage groups of difficult, challenging and/or Children/Young People with Disabilities.  
7. Ability to participate in and organise both external and internal stimulating activities for young people.  
9. Ability to work as a Key Workers to individual children/young people.  
10. Ability to undertake housekeeping tasks.  
11. Good administrative skills.  
12. Ability to provide management and statistical information.  
13. Life skills to enable young people to be prepare for adulthood.  
14. Ability to write good quality coherent professional and comprehensive reports. | AF, I & T I & T I & T I & T I & T I & T I & T AF & I |
<p>| <strong>Training</strong>                      | Must be prepared to partake in any training deemed appropriate.            | AF &amp; I   |
| <strong>Education/Qualifications</strong> NB: Full regard must be paid to overseas | Commitment to completing a minimum of NVQ Level 3                          | I        |</p>
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<tr>
<th>qualification</th>
<th>1. Available to work shifts, including some weekends as part of a rota, public holidays and to carry out sleep-in duties.</th>
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<td><strong>Other</strong></td>
<td>2. Available to join holiday activities away from the home for a number of nights (up to 14).</td>
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<td>3. Available to cover for emergency arrangements including rota changes and extra sleep-in duties.</td>
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<td>4. Demonstrate a willingness to work in any part of the children’s units throughout the Directorate as directed.</td>
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<td>5. If a driver, willingness to escort children and young people in appropriate Directorate vehicles.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.