

## **Senior Residential Care Worker Job Description**

1. To assist in the smooth running of the home, being part of a multi-disciplinary team. Promoting a warm, caring safe and therapeutic environment.
2. To know and follow the complaints procedures reporting complaints or untoward occurrences to management, be it from public, staff or children.
3. To recognise the needs of the service provided by adopting a flexible attitude to work routines and shift patterns.
4. To liaise with management and colleagues regarding issues within the home. Updating on progress or difficulties in relation to staff or children and to advise if management intervention is needed.
5. To give support and advice to less experienced colleagues when the need arises, especially new staff members.
6. Have the ability to communicate clearly, orally, written and IT.
7. Assist the management of staff and resources.
8. To know, understand, follow and promote the home's anti-discriminatory practice procedures.
9. To attend staff supervision and staff meetings. To make use of all available training and staff development opportunities.
10. To ensure domestic standards such as cooking and cleaning are set and monitored in such a fashion as to set a good example to the children.
11. To give direction to co-workers as and when required.
12. To be responsible for the professional supervision of some co-workers as directed by management.
13. To promote the health, safety and welfare of all children, including the promotion of their physical, intellectual, social, behavioural and moral development to enable them to mature and develop as responsible members of the community.
14. Ensure medical and dental treatments are arranged as necessary and complete relevant forms for the files.
15. Liaise with family and other agencies to gather information to assist in assessing the needs of children. To discuss with them the philosophy of the home.

16. To provide a stimulating environment for children and participate in their activities.
17. To know, use and promote the home's child protection procedures at all times; developing a good awareness of child protection issues, assessing and recording risk. Reporting any child protection issues. Protecting each child and the group by providing supervision and control appropriate to their age and understanding.
18. To provide security within relationships based on respect and trust and provide appropriate boundaries.
19. Monitoring one's own behaviour and being aware of the effects it can have.
20. Undertaking keyworker/co-worker roles and being responsible for the welfare of specific children.
21. Maintaining daily records e.g. personal files, completing the daily log and all other logs etc contemporaneously and accurately.
22. Working in partnership with colleagues and other professionals to establish a programme to change children's behaviour patterns and attitudes when such behaviours are unacceptable or anti-social.
23. Prepare and participate in care plans and reviews on children and produce reports for reviews, court etc.
24. To prepare individual risk assessment and placement plans for children.
25. Ongoing counselling and direct work for children.
26. Ensuring an atmosphere of safety for all concerned, where the individual child is fully aware that staff are there to comfort them through the use of good communication skills and relationships.
27. Teaching mutual respect for peers and staff.