

## Job Description

Job Title: Waking Night Childcare Worker

Location: Newcastle upon Tyne

Reports to: Registered Manager

Evolution Children Services aims to provide the highest levels of care and service to enable young people to achieve their goals. We do this by ensuring our staff are recruited, vetted and trained against a strict framework with emphasis placed on the quality and continuity of our care workers to provide a stable and secure environment for all young people.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment

We are dedicated to working flexibly and imaginatively with all other professionals and families to ensure the best interests of every young person in our care are consistently served.

### Purpose of Job:

To join a team offering a comprehensive residential service to children and young people, the aim being to ensure the physical, social and emotional care and development of the children and young people in our establishments.

### Aims and Objectives of Evolution Children Services

Evolution Children Services aims to offer a caring, supportive residential environment for all the young people in its care. As part of this environment, a stable and consistent framework of appropriate routines and behavioural boundaries is seen as being of paramount importance.

Many young people entering residential care can demonstrate, largely due to previous learning and negative experiences, a range of attitudes and behaviours which test and push boundaries. Therefore it is essential that the living environment is designed which offers a clear balance between sensitive care and support along with a positive approach which recognises the importance of nurturing control within socially acceptable norms.

It is recognised that in a positive, supportive and safe environment, staff may be able to divert a young person's energies away from destructive and inappropriate behaviour.

The aim of this approach is to support young people to gain an understanding of what is socially acceptable behaviour, and which will hopefully promote the increased likelihood of positive outcomes and brighter futures.

### Duties and Responsibilities

- To maintain the development of positive childcare practice in keeping with the aims and objectives of Evolution Children Services.

- To provide a safe, warm and supportive environment for the young resident.
- To carry out duties in line with Evolution Children Services policies and equal opportunities.
- To comply with company rules, policies and practices of the establishment and to respond to emergencies which may arise within the establishment.
- To foster and encourage, whenever appropriate contact between residents and their families.
- To develop a responsible attitude with residents with regard to the fabric, furnishings, equipment, supplies and services in/or to the establishment and to support them in all domestic aspects of both their own personal space and communal areas of the establishment.
- Reporting missing persons to the Police, responsible local authority and those with parental responsibility. This includes reporting missing persons returned.
- To provide and maintain high levels of cleanliness.
- To ensure that all communal areas of the establishment are clean and tidy.
- This position involves some manual handling duties e.g. loading and unloading washing machine.
- To maintain a regular system of recording in connection with each young person, to be involved in the implementation of care plans and to assist in the provisions of reports when required.
- To deal with telephone enquiries obtaining as much information as possible before passing the matter to senior on call if necessary.
- To undertake administrative duties as required e.g. (log books, daily information sheets, accident book, incident book, incident sheets, population returns etc.)
- To report all matters of concern to the senior on call.
- To maintain case file records
- To be aware of fire prevention regulations and be practised in fire drills.
- To be a member of a team of residential childcare workers and be involved in the planning and organisation of the placement which is the total living environment for each young person living within the home
- To provide a positive working role model for other colleagues and the young people resident.
- To demonstrate both sensitivity and appropriate assertiveness, whilst working in a pressured environment with groups of diverse residents and staff.
- To carry out the duties of the post in a mature and responsible manner, seeking and receiving support as necessary.
- To be available on an on-call basis to cover staff at short falls and/or operational emergencies.
- To work in such other locations as may be required from time to time.

- To physically intervene if a resident's behaviour is dangerous to others or themselves, in accordance with procedural guidance of the establishment and relevant legislation.
- Any other duties as may be required and directed by senior staff.
- To undertake training as required.

## Training

This position requires a commitment to undertake training as required for the proper and full conduct of duties.

Training will be in the following forms:-

On the job

Attendance on various in-house and external courses and training days

Studying towards the NVQ3 qualification or any other qualification as deemed necessary by Evolution Children Services Limited or as set by Government Legislation for individuals carrying out child care.

Evolution Children Services has a commitment to register all Residential Childcare Worker's onto the NVQ 3 Caring for Children and Young People within 3 months of date of commencement.

## Probationary Period

Probation normally lasts for a period of 6 months from the first day of service.

Successful completion of your probationary period will be dependant on your performance and completion of the required probationary training. Current courses are:

- Induction – 1 days
- Child Protection- 1 day
- LAC Material and Care Plans – 1 day
- Communicating with Young People – 1 day
- Behaviour Management and Physical Intervention Training – 3 days
- Recognising Abuse – 1 day
- Food Hygiene – 1 day
- First Aid – 1 day
- Minimising Risk in a Residential Setting/Fire Awareness – 1 day

The above courses are subject to change.

## Experience and Qualifications

Due to the specialised nature of this work candidates should be able to demonstrate their understanding of the needs of adolescents, particularly those in care. Experience working with ethnic groups and/or unaccompanied children seeking refuge would also be advantageous. A full manual driving licence is desirable, as you may be required to drive the young people to appointments, home visits, local authorities etc.

Preferred candidates will hold a childcare qualification and/or experience of youth work (e.g. young offenders, befriender, fostering). Applicants must be at least 23 years of age.

## **Physical Conditions/Location**

**Newcastle upon Tyne**

## **Pay and Conditions**

<b>Starting Salary:</b>	£ 14,131pa
<b>Sleep in Allowance</b>	N/A
<b>On Call Allowance</b>	N/A
<b>Leave:</b>	6 weeks per annum
<b>Hours:</b>	148 hours in every four weeks
<b>Responsible to:</b>	Registered Manager
<b>Probation:</b>	Appointments are subject to satisfactory completion of a probationary period, normally 6 months.
<b>CRB Disclosure</b>	An Enhanced Criminal Records Bureau Disclosure will be required for this post.

**Closing Date:**

## **Legal and Statutory Responsibilities**

All staff must be prepared to comply with Evolution Children Services Health and Safety policies and attend relevant statutory training as required.

Evolution Children Services is committed to diversity and inclusion of staff and residents. All staff are required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect at all times.

## **Corporate Responsibilities**

All staff are expected to demonstrate a commitment to the vision, aims and core principles of Evolution Children Services and be prepared to contribute towards these aims within their staff team.

*This job description is not an exhaustive list of all the duties and responsibilities, and is subject to change in accordance with the needs of the company.*

*Offers of employment are subject to satisfactory references, Enhanced Criminal Records Bureau check and continuous satisfactory performance.*

## Person Specification: Residential Waking Night Support Worker

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Skills &amp; Abilities</b>	<ol style="list-style-type: none"> <li>1. Able to work as part of a team</li> <li>2. Able to work independently to Registered Manager's direction</li> <li>3. Able to maintain Evolution Children's Services policies and procedures</li> <li>4. Can communicate effectively in both speech and writing</li> <li>5. Able to work effectively with a range of other professionals (teachers, social workers, therapists etc)</li> <li>6. Able to engage and listen to children</li> <li>7. Able to demonstrate creativity with children through activities</li> <li>8. Organised and able to plan and prepare work</li> <li>9. Adaptable and able to work in different areas of the Community as required</li> <li>10. Able to be supportive of children who have experienced severe trauma and disruption in their lives and provide safe care</li> </ol>		Application Form and Interview
<b>Experience</b>	<ol style="list-style-type: none"> <li>11. Experience of working with children.</li> </ol>		Application & Interview
<b>Education &amp; Qualification/Knowledge relevant to post</b>	<ol style="list-style-type: none"> <li>12. Is committed to a psychological approach and therapeutic methods.</li> <li>13. Able to undertake study to a level appropriate to the role</li> </ol>	NVQ3 in Children & Young People or/and Social Work Qualification	Application Form
<b>Equality &amp; Diversity</b>	<ol style="list-style-type: none"> <li>14. Able to demonstrate a commitment to implementing equality &amp; diversity policies</li> </ol>		Interview
<b>Other</b>	<ol style="list-style-type: none"> <li>15. There is a requirement to register with the ISA from November 2010</li> <li>16. Willingness to work unsociable hours</li> <li>17. Able to refrain from smoking while at work</li> <li>18. Willing to work some extended hours for the benefit of children e.g. returning children home, going on household holidays etc</li> <li>19. Able to travel</li> <li>20. Minimum age 23</li> <li>21. Able to be involved in the physical containment of the children/young people</li> </ol>	Driving licence	Application & Interview