

# Gravitas Care Ltd

**Job Title:** Residential Support Workers

**Service Area:** Residential Childrens Home

## **Our Aims for our young people are**

Being part of the Gravitas Care team we would expect to follow our aims and contribute towards helping the young people in our care We would expect that being part of the team you will help us in:-

- helping children to live in a safe and caring environment
- encouraging them with activities and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- support them in their education improving behaviour, attendance and achievement
- encourage and support them in all things that will bring about positive change and achievement
- help them to be heard and their voice being valued

**Responsible To** Registered Manager

**Responsible For** None

**Job Purpose:** Taking direction from the Registered Manager and the Senior staff, in working within a team to deliver a high standard of care which meets the individual needs of the children and young people both socially and emotionally. To build and maintain positive appropriate professional relationships with the young people safely meeting the care and management needs of children and young people who may present difficult and at times challenging behaviour.

## **Responsibilities:**

- Provide primary care on a day to day basis according to the young person's individual needs and meet occasional needs such as health care appointments.
- Ensuring Safeguarding is at the forefront of your everyday practice.
- Contribute to the provision of a safe and stimulating environment in which young people can develop and mature.
- Carry out domestic duties to ensure that the home is maintained to a high standard, including some cleaning, cooking meals, laundry, and redecoration.
- Support young people by showing awareness of their individual interests and preferences, by introducing them to a range of different experiences and enabling them to make informed choices wherever possible.
- Plan and organise activities on a daily basis as well as for special celebrations and festivals.
- To participate in holidays and a range of sporting and physical activities with children and young people.
- Work directly with young people in accordance with agreed individual programmes and strategies (E.g. anger management, self-esteem)
- Manage behaviour in an assertive and positive manner. And as a last resort, be able to safely restrain a young person following appropriate training.
- Support young people to gain the maximum benefit from education
- Consult in a meaningful way with young people and their families
- Teach young people the skills they will need to live successfully in their own homes.
- Undertake responsibilities in preparing, reviewing and amending care plans, risk assessments and maintenance of files reports for statutory reviews and other meetings and other administrative tasks.
- Attend and actively participate in meetings. Bring relevant issues to the attention of your manager and colleagues.
- Provide good communication, written and oral.
- Completing administration tasks both hand written and on the computer
- Adhere to Gravitas Care Policies & Procedures.
- Help to plan the shift and ensure tasks are completed. Maintain a record of the activities of the shift. Work co-operatively with colleagues to ensure an efficient and effective service.

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- Working with colleagues contribute to short and long term plans for the home.
- Prepare Liaise and negotiate with other professional groups involved with young people.
- Participate in training and development activities as necessary to ensure up to date knowledge and skills.
- Undertake any other duties appropriate to the post.
- Actively promote and support Gravitas Care Policies on Equal Opportunities and to work in an anti-oppressive manner.
- Work shift pattern that may you on occasion to work through a night and does include Bank Holidays inclusive of Xmas and the New Year Holidays

Annual Leave: 196 hours per annum

Hours: 35 hours per week The hours of work are flexible and determined by the needs of the service and are on a shift basis which may include early morning and late night shifts, regular weekend shifts and bank holidays and waking nights. The requirement to sleep overnight at the home is required on a rota basis.

### PROSPECTS

**Promotion:** Whilst no guarantee can be given to subsequent promotion, we provide the opportunity to develop in readiness for career progression within the company. Any subsequent vacancies will be filled in compliance with agreed Gravitas Care P&P.

**Training:** Gravitas Care takes a positive commitment to the training and development of employees in all areas of its activities. Likewise employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

**Relationships:** The post holder will maintain effective relationships with service users, staff at all levels within the Directorate, external agencies and the general public.

**Qualifications** The minimum qualification for this post is the Level 3 Diploma for the Children and Young People's Workforce. The Level 3 Diploma replaces the previous Level 3 NVQ. Please note that existing qualifications are still valid and if you hold Level 3 NVQ you will not be required to retake qualifications. If you do not hold this qualification you must be willing to register to commence the course within 6 months of taking up your appointment. Educated to GCSE level or equivalent. Basic computer literacy.

**SPECIAL CONDITIONS** This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

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**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements.

**Method Of Assessment (MOA) – A = Application Form    T = Test    I = Interview    C = Certificate**

| <b>Skills Required</b>                                                                                                                                                                                                                                                                                                                                               | <b>MOA</b>   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| An ability to assess and evaluate the individual needs of young people.                                                                                                                                                                                                                                                                                              | <b>A/I</b>   |
| An ability to work in a challenging and changing environment.                                                                                                                                                                                                                                                                                                        | <b>A/I</b>   |
| An ability to work with staff at all levels, working as part of a team and liaising with other professionals.                                                                                                                                                                                                                                                        | <b>A/I</b>   |
| Demonstrate written and verbal skills (written exercise on day of interview)                                                                                                                                                                                                                                                                                         | <b>T</b>     |
| The ability to be flexible and to work on a shift basis, including weekends and bank holidays and undertaking waking nights and sleeping in – duties.                                                                                                                                                                                                                | <b>A/I</b>   |
| Be able to compile records and reports.                                                                                                                                                                                                                                                                                                                              | <b>A/I/T</b> |
| <b>Knowledge required</b>                                                                                                                                                                                                                                                                                                                                            | <b>MOA</b>   |
| Knowledge of 1989 Children Act and other legislation.                                                                                                                                                                                                                                                                                                                | <b>A/I/T</b> |
| Of issues relating to Looked after Children.                                                                                                                                                                                                                                                                                                                         | <b>A/I/T</b> |
| Understanding Safeguarding and the importance of it within the role                                                                                                                                                                                                                                                                                                  | <b>A/I/T</b> |
| Understand the young person's right to confidentiality                                                                                                                                                                                                                                                                                                               | <b>A/I/T</b> |
| The minimum qualification for this post is NVQ Level 3 in Caring for Children and Young People, if you do not hold this qualification you must be willing to register to commence the course within 6 months of taking up your appointment and have successfully completed it within 12 months of your registration. Educated to GCSE level or equivalent.           | <b>C</b>     |
| <b>Experience ideally required but not essential</b>                                                                                                                                                                                                                                                                                                                 | <b>MOA</b>   |
| Having worked in the last year with young people who may have emotional/behavioural difficulties either in a paid or voluntary capacity in a children's home, social care setting, a school, youth service, or any other service designed to support children and young people.                                                                                      | <b>A/I</b>   |
| <b>Behavioural &amp; Other Related Characteristics required</b>                                                                                                                                                                                                                                                                                                      | <b>MOA</b>   |
| Committed to continuous improvement.                                                                                                                                                                                                                                                                                                                                 | <b>A / I</b> |
| Ability to understand and observe the Company's Equal Opportunities Policy.                                                                                                                                                                                                                                                                                          | <b>A / I</b> |
| To carry out all duties having regard to an employee's responsibility under the GRAVITAS CARE Health & Safety Policies.                                                                                                                                                                                                                                              | <b>A / I</b> |
| Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.                                                                                                                                                                                                           | <b>A / I</b> |
| Be physically fit enough to carry out all requirements of the post including the use of "Management of Actual or Potential Aggression" (MAPA) to manage challenging and dangerous behaviour as required.                                                                                                                                                             | <b>A/I</b>   |
| It is a statutory requirement that post holders within a children's residential establishment is 4 years older than the oldest child/young person. Therefore, as GRAVITAS CARE residential homes are registered to take children/young people up to the age of 18 it is an essential requirement that anyone applying for this post must be 22 years of age or over. | <b>C</b>     |

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**PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS:** It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates

**Method Of Assessment (MOA) – A = Application Form    T = Test    I = Interview    C = Certificate**

| <b>Skills Required</b>                                                                                                   | <b>MOA</b>   |
|--------------------------------------------------------------------------------------------------------------------------|--------------|
| Hold current driving licence.                                                                                            | <b>A</b>     |
| <b>Knowledge required</b>                                                                                                | <b>MOA</b>   |
| An understanding of the company's, its function and organisation                                                         | <b>A/I/T</b> |
| Understanding of child and adolescent growth and development in forms of abuse/reasons for care, child protection issues | <b>A/I/T</b> |
| <b>Experience required</b>                                                                                               | <b>MOA</b>   |
| Of flexible working in terms of working shifts and changing hours of work; shifts; areas of work                         | <b>A/I</b>   |
| <b>Behavioural &amp; Other Related Characteristics required</b>                                                          | <b>MOA</b>   |
| Knowledge of the problems of disadvantaged groups.                                                                       | <b>A/I</b>   |