

Job Description – Residential Support Worker

Location: Ysgol Aran Hall School, Rhydymain, Dolgellau. LL40 2AR

Responsible To: House Manager / Houserroom Leader

Qualifications: Level 3 Diploma in Health and Social Care (Children & Young People), NVQ III in Caring for Children and Young People, or a similar qualification recognised by Social Care Wales, **or gain the qualification within 15 months of being signed up to the learning programme.**

Main tasks/duties of role:

Care Practice

- ***To work in accordance with and adhere to the standards of practice as identified in the 'Code of Practice for Social Care Workers'.***
- To fulfil the requirements to register with Social Care Wales within the required timeframe and maintain your registration thereafter.
- To provide support for our children and young people in all aspects of care, education and health.
- To safeguard and promote the welfare of children at all times.
- To follow the Personal Plan of each young person and adhere to their individual Risk Assessment (RAMP)
- To manage and support all young people with regulating and reducing challenging behaviour, this includes appropriate use of physical intervention (where trained) in line with policy and the individual's Personal Plan and/or Risk Assessment.
- To support young people in daily routines such as the cooking of meals, cleaning, monitoring of hygiene, leisure activities etc.
- To take part in and encourage young people in outdoor or family activities as per their personal plan, interests or hobbies.
- To assist with the day-to-day running of the home and ensure a high standard of hygiene, safety and homeliness.
- To assist young people to maintain constructive contact with their families, friends and other significant people, as identified in the young person's Personal Plan.
- To support, advise and monitor young people's health and wellbeing
- To encourage and support young people in expressing their views, wishes and complaints.
- To assist young people to develop appropriate behaviour through encouragement, praise, rewards, role modelling and any associated behaviour programmes.
- To provide care consistent with the Homes 'Statement of Purpose'.

- To administer medication if and when trained and to strictly adhere to the company's medication policy.
- To act as a Key Worker for a young person. This is to include responsibilities such as:
 - Ensuring you provide individual time with a young person to enable them seek guidance, advice and support on any matter
 - Monitoring the individual Personal Plan at least monthly and supporting any review of your keychild's Risk Assessment Management Plan.
 - Monitoring that the young person's file and associated records are up to date
 - Ensuring that the young person's health, cultural and any religious needs are met
 - Ensuring that the young person's leisure, cultural and social needs are being met
 - Ensuring effective communication and liaison with family members, professionals or significant others
 - Any other requirements of the role as outlined in the keyworker guidance.

Education

- To attend as required education with our young people and support their learning as directed by the class teacher.

Administration

- To attend all meetings as required i.e. Core Planning, Statutory reviews, Team meetings, supervision or any other meetings that you may be required to attend.
- To read relevant young people's files and keep up to date with all their relevant plans and risk assessments
- To complete as required both fully and accurately all necessary documentation for a young person's file
- To familiarise yourself with & work in accordance with all company policies and procedures.
- To familiarise yourself and work in accordance with the philosophy and guidelines identified in RISCA.

Health & Safety

- To follow risk assessment procedures and to help assess the risk of harm/injury to young people and others
- To report any dangerous, abusive, discriminatory or exploitative behaviour affecting young people

- To adhere to and promote the Company's Health and Safety Policy and help support the maintenance of a safe working, educational and care environment

Operational

- To attend all training instructed or required, in support of your role and responsibilities.
- To honour work commitments, agreements, arrangements, and to be flexible with working hours
- To drive company transport as instructed and ensure that while using a company vehicle it is kept clean according to company policies and guidelines, and that any concerns are brought to the attention of line management.
- To work positively as a member of our team to provide an excellent living experience and appropriate role model for our young people

Good Practice Expectations

- To respect diversity and provide support to help young people develop their identity in respect to gender, disability, religious, cultural or sexual orientation
- To promote equal opportunities for young people
- To ensure a high standard of personal behaviour at work and refrain from swearing, using offensive language, whether this is sexist, racist or in any way discriminatory
- To be mindful of confidential information about young people and comply with our confidentiality policy
- To undertake any other duties within the competency of the post as determined by the Principal / Registered Manager / Head of Wellbeing / House Managers.

Welsh Language / Cymraeg

Although the working language of the Home/School is predominantly English, you should:

- Support opportunities for language development with both colleagues and our young people
- Be familiar with the principles of the 'Active Offer'.
- Help support a culture that promotes the daily use of Welsh.

Safeguarding

- To be responsible for the safety of young people in your care and protect them from any physical, sexual, emotional harm or neglect.

No employee of the company should:

- Abuse neglect or harm young people, their family or colleagues

- Exploit young people, their families or colleagues in any way abuse the trust of young people or the access to personal information about them
- Form inappropriate relationships with young people
- Discriminate unlawfully or unjustifiably against young people, carers or colleagues
- Behave in a way, in or outside of work, which would call into question your suitability to work with our young people

You as an employee are required by The Health & Safety at Work Act 1974 to;

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do
- Cooperate with the company to ensure compliance with the law.

And under the Management of Health and Safety at Work Act 1999 you as employee are required to:

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

Review Arrangements

The details given above reflect the duties and outcomes expected of this post at the time of appointment. It should be remembered, however, that over time, or as circumstances change these details may change or be required to change.

Consequently, the Registered Manager or Principal will expect to revise this Job Description from time to time and will consult with the post holder at that time.