



JOB DESCRIPTION and PERSON SPECIFICATION RESIDENTIAL CHILD CARE OFFICER (RCCO)

Salary: circa £21,600 pa full-time

LIBRA is an organisation dedicated to the care and education of young people usually aged between nine and eighteen. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents. Each young person is housed individually with a dedicated team of care and teaching staff in individual homes in Minehead, Simonsbath and Timberscombe areas. The majority of young people are referred by Local Authorities throughout Great Britain. Many will have come from traumatised backgrounds and will show instances of challenging behaviour.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

RCCOs at LIBRA work a shift pattern, normally based on 24 hour shifts at a time (this includes sleeping hours). The current shift pattern is 2 x 24 hour shifts (back to back) followed by 4 x 24 hours off. Holiday is up to 6 weeks per annum – based on shifts worked. There is a strong in-house training programme and we are committed to individual staff professional development. You will be on a trial period for 3 months. Occasionally, opportunities arise for promotion to Registered Manager status, this role can be applied for in-house.

Note: The rota will determine your shift location - which could be at any of the above homes. It is therefore essential that you are able to travel to all of these properties, as you will not necessarily be based at the home nearest your home address.

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to complete an Enhanced check via the Disclosure and Barring Scheme and provide satisfactory references.

MAIN PURPOSE OF JOB

To provide 24 hour care, support and security to clients (young people) for whom you are responsible, in accordance with LIBRA's policies, procedures and good practice under the direction of the Home Managers and the Director of Care.

RESPONSIBILITIES

Child Care Practice and Person Specification

- You will have a responsibility for safeguarding and promoting the welfare of children and must therefore be suitable to work with children.
- Contribute to the normal development of the young people through provision of a healthy lifestyle, a variety of appropriate stimulating activities and a consistent and caring approach.
- To provide care and support for young people on either a 1:1 or 2:1 ratio of staff to young people.
- To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected – to report any concerns to senior workers.
- To be sensitive to the needs of individual young people, taking account of race, culture, language and religion.
- To act as an appropriate role model at all times.
- To talk and listen to children and to observe their behaviour and record significant features.



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- To contribute to care planning, participating in reviews and other meetings as required and to assist in the implementation of care plans.
- To provide additional support and comfort to children under stress.
- To control young people who need boundaries set to their behaviour and when necessary carry out restraints.
- To provide for children's physical needs as necessary i.e. cooking, washing, ironing, shopping, budgeting, or by enabling young people to carry out such tasks for themselves.
- To be able to work closely with other agencies and care managers.
- To develop appropriate relationships with family members as appropriate.

Working with Children

- In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' September 2016 and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.
- If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby).
- Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

Relationships with Colleagues

- To be part of the staff team, supporting colleagues and being prepared to receive support as necessary.
- To participate in staff meetings as required.
- To act flexibly, within reasonable boundaries, in order to ensure the necessary cover for a residential home.
- To inform colleagues of relevant developments, for example, during handover.
- To be part of the shift planning process ensuring any concerns are passed on.
- To ensure you are aware of all risk assessments appertaining to residents – and that your colleagues are also aware.
- To work in a manner that reflects the principles of the Children Act and appropriate departmental policies and procedures.
- To challenge inappropriate practices as appropriate.

Household Responsibilities

- To share in the practical activities necessary to maintain a home.
- To report health and safety issues that may arise.
- To care for the fabric, equipment and grounds.
- To ensure you are up-to-date with risk assessments relevant to your role.
- Contribute to the day to day care of premises, vehicles, appliances and equipment.
- Cash handling and budgeting will be involved.

Personal

- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews.
- To make use of regular professional supervision and approvals.
- To report to your Line Manager or other appropriate person, malpractices or suggestive evidence.
- To take part in all relevant training including Level 3 Diploma⁺.
- The ideal candidate will be adaptable, enthusiastic and patient, able to work well as part of a team and have a good sense of humour.

SUPPORTING PROCESSES

Problem Solving and creativity



Blackford Education (Schools) Ltd

LIBRA

Tel: 01598 740044 Fax: 01598 740076 Email: recruitment@libraschool.co.uk

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The young people may present behavioural and emotional difficulties in their daily living, which require immediate response and resolution or referral to an appropriate professional.

Decision Making

Duties are undertaken with clear operational guidelines, policies and procedures. Decisions are made on the immediate needs of the young people and on the need to refer for further advice.

Physical Effort and Working Conditions

The role involves indoor and outdoor work with periods of driving, standing, walking and some manual handling of persons and equipment. There is a potential for exposure to risk of verbal or physical abuse effecting personal health and safety relating to the provision of care. This will vary depending on the young person.

+ a separate training cost agreement is required and will be discussed with you at interview

03.05.17