

Central Office  
Lioncare House  
58a Livingstone Road  
Hove  
East Sussex BN3 3WL

## JOB DESCRIPTION

Position	<b>Child Care Worker (in training to become a Therapeutic Carer)</b>
Work-Base Location	<b>Primarily one of the Therapeutic Children’s Homes owned by The Lioncare Group but you may from time-to-time be required to work at any resource operated by the organisation.</b>
Responsible To	<b>Registered Managers, School Manager, Service Managers, and ultimately The Directors of The Lioncare Group.</b>
Line- Management and Supervisory Responsibilities	<b>None</b>

<p>Primary Task (what the Job exists to do)</p>	<p>Under the instruction, guidance, supervision and leadership of the Senior Management Team and Directors of The Lioncare Group:</p> <ul style="list-style-type: none"> <li>• Effectively and appropriately care for the children and young people looked after and educated by The Lioncare Group, whilst gaining the necessary training, knowledge, skills and experiential learning necessary to be a Therapeutic Carer.</li> </ul> <p>To achieve this, you will;</p> <ul style="list-style-type: none"> <li>– Actively engage in all aspects of the care and education task undertaken by The Lioncare Group.</li> <li>– Assist in supporting each child or young person to gain a positive experience of being looked after and educated throughout their placement.</li> <li>– Provide opportunities for each child or young person and the group as a whole to gain an experience of being cared for and educated in a positive, real, and meaningful way.</li> <li>– Actively develop your skills, knowledge, and understanding of the role and responsibilities of a Therapeutic Carer through using all opportunities and resources offered to you and at your disposal.</li> <li>– Give the children in your care and your employing organisation an undertaking to commit to a minimum 2 years’ service where this remains in your control to do so.</li> </ul>
<b>Equality and Diversity</b>	The Directors and Shareholders of The Lioncare Group believe in and are committed to promoting equality of opportunity and celebrating diversity in both the service it provides and the employment of its workforce and expects all those employed or associated with The Lioncare Group to promote this in their work and practice.

**General Tasks & Responsibilities:** In accordance with the stated aims and practice approach of The Lioncare Group, the duties of all employees include:

- Carrying out tasks & responsibilities professionally at all times.
- Working with integrity, honesty, and openness at all times.
- Assisting, supporting, and promoting The Lioncare Group within the wider market place.
- Working within the stated aims, objectives, and therapeutic practice approach of The Lioncare Group and adhering to all guidance, policies, and procedures stated in the organisation's Employee Handbook and other relevant documents and literature.
- Working at all times in the best interests of the children and young people in our care and ensuring their basic and essential care and learning needs are met.
- Supporting at all times colleagues and the Senior Management Team and Directors in carrying out their duties and responsibilities in providing high standards of care and education to the children looked after by The Lioncare Group.
- Informing Managers of all concerns and issues requiring further attention and acting on these where appropriate or where directed to do so.
- Ensuring positive links are maintained and improved between all areas of The Lioncare Group.
- Comply with current legislation, regulation, and guidance relating safeguarding and to the provision of care and education for children in residential children's homes and special schools.
- At all times, liaise in a professional manner and promote effective working relationships & positive links with clients, colleagues, and agencies working for and associated with The Lioncare Group and the wider Community.
- Undertake delegated tasks and instructions from Line Managers and others with relevant authority, to a level of competence expected from the grade of the post.
- Attend meetings and all other relevant forums and gatherings and participate and fully engage in the formal process of supervision and performance reviews as appropriate and necessary.
- Exercise responsibilities under the Health and Safety at Work Act.
- Implement & develop the Organisation's policy and practice of Equality & Diversity.
- Engage in the process of informal resolution of problems and difficulties that may arise, always in the aim of maintaining a harmonious and collaborative working environment.
- Undertake and engage in all training, coaching, and professional development opportunities as required and necessary.
- Adopt a flexible approach to working times including a shift roster which includes weekend and evening work and undertaking sleep-in duties when required in line with the particular demands of the homes and the School and the Organisation, including assisting in times of staff shortages and increased workload and demand and in emergency or 'unplanned' situations.
- Carry out other tasks and duties and responsibilities as required and in accordance with the competence of the position.

**Specific Duties & Responsibilities:** In accordance with the stated aims and practice approach of The Lioncare Group, the key responsibilities and duties of a Child Care Worker include the following:

- i) Immediately alerting a Manager, Service Manager, or one of the Directors of any and all concerns or allegations regarding inappropriate or unacceptable practice occurring within the home, the organisation or external agencies regardless of the formal position of authority or level of seniority of the person to whom the concern or allegation relates, and including Directors.
- ii) Assist in accurately and effectively assessing the needs of the children and young people and delivering services within a framework of good professional practice.
- iii) Liaise in a professional manner with, and promote good relationships between, the home, children and young people, the local community, and all personnel and agencies associated with the home.
- iv) Act as a positive role model for the children and young people both within the home and when supporting them within their local community.
- v) Create and develop positive links between the local community and the home, enabling the children and young people in our care to participate fully in the life of their local community.
- vi) Encourage and be actively involved with the various pursuits followed by children both within the home and within their local community.
- vii) Assisting with the provision of play, creativity and activities within the home, including celebrations and festivities.
- viii) Assisting in maintaining effective care and control of the children and young people through promotion of positive behaviours and only where absolutely necessary as a measure of last resort the use of appropriately instructed and authorised recognised restrictive physical intervention techniques.
- ix) In every interaction actively encourage, promote and respect the rights of individuals including issues of ethnicity, cultural and religious beliefs, and personal values and practices, and confront prejudice.
- x) If required and instructed to do so, act in the role of Key Worker or Care Coordinator to a child or young person living in the home, and carry out all duties required of this role that include but are not limited to:
  - a. Managing and maintaining the child or young person's individual file.
  - b. Liasing with all relevant professionals and interested parties including social workers, therapists, colleagues in the team, the Registered Manager of the home and their Deputy, and other Senior Managers and Directors, on any decisions affecting the care plan of the child or young person.
  - c. Forming meaningful working relationship with the child or young person.
  - d. Weekly key-work or care coordinating session with the child or young person, and responsibility for informing the child or young person of decisions affecting their care plan and lives.
  - e. Ensuring the child or young person is provided with all necessary and appropriate clothing and equipment.
  - f. Preparing review reports and monthly summaries of individual logs.
- xi) To act in the role of advocate for the children and young people as and when required.
- xii) Compiling, producing and contributing to reports and other recorded information and documentation as required.
- xiii) Attend compulsory monthly group process meetings, weekly team meetings, and daily handover and debrief meetings when on shift.
- xiv) Assume responsibility for a designated and allocated additional area of the work or environment of the home, including taking personal and collective responsibility for managing all aspects of planning, monitoring, developing and implementation.
- xv) Actively maintain the environment of the home and surrounding areas to a high standard and where appropriate and able, to undertake necessary direct action to remedy any part of the environment needing attention.
- xvi) Undertake all domestic and laundry tasks, duties, and responsibilities required of the post

**Selection Specification:** The criteria below indicate qualities needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

## **Essential Criteria**

### **Knowledge and Experience**

- Knowledge and a working understanding of good child care practice and healthy child development.
- A reasonable standard of education and general knowledge.
- Insight into the needs of children and young people living in the care system.
- Experience of encouraging children and young people to develop their full potential.
- Experience of delivering quality care and nurture to vulnerable children and young people.
- Good written & oral communication skills, and able to record accurately, objectively, and with clarity.
- A reasonable level of competency in ITC skills including Word, Excel, Email/Internet, and able to operate basic ITC appliances including telephone system, fax machines, scanners, and photocopiers
- Experience of working in a staff team.
- Understanding the importance of confidentiality, privacy, and discretion.
- Experience of or at least appreciation of the stressful and emotionally and physically challenging nature of the task and role.
- Understanding of the importance of practicing equality & diversity and confronting discrimination.
- Understanding of the requirements of OFSTED and other regulatory bodies.

### **Skills and Abilities**

- Ability to deliver a consistently high standard of quality care and nurture to vulnerable and challenging children young people.
- Ability to work in a residential home for children and young people with social, emotional, behavioural difficulties, trauma, and complex needs.
- Ability to receive formal supervision.
- Ability to work and function as part of a team itself forming part of a larger organisation.
- Ability to be assertive yet supportive, and have good interpersonal skills.
- Ability to take on board instruction, confidence to use own initiative when appropriate, and able to accept personal authority and responsibility.
- Good organisational skills and ability to effectively prioritise self and workload within agreed timescales.
- Able to work under pressure.
- Ability to relate to and communicate with difficult to reach and challenging children and young people.
- Ability to relate to and communicate with teachers and encourage their participation in the life of the home.

### **Personal Qualities**

- Eagerness and commitment to developing self towards achieving a position as a Therapeutic Carer
- Able to manage self and others in unfamiliar situations
- Honesty
- Openness

- Integrity
- Organised
- Confidence
- A stable, balanced, and rounded personality able to work under pressure
- Robust and resilient
- Capable of both thinking and doing
- Belief in the value of helping difficult to reach children
- Commitment to training and self-development

**Desired Criteria**

- A minimum of 1 year proven experience gained in the field of residential child care or social care.
- A reasonable understanding and awareness of current child care legislation.
- Understanding of cost awareness and efficiency.
- Full driving licence.
- Relevant qualification in, or working knowledge of, child care & education provision.
- Self-aware, confident, motivated, sense of humour, creativity, conscientious work-ethic.
- Full clean driving licence

**Statement of Variation**

This job description sets out the details of the post at the time it was drawn up. These details may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variation is a common occurrence and cannot itself justify reconsideration of the grading of the post.