

# RESIDENTIAL KEYWORKER JOB DESCRIPTION

<b>Post:</b>	Residential Keyworker
<b>Project:</b>	Children's Residential Home
<b>Responsible To:</b>	Responsible Person within Safe Places for Children
<b>Reports To:</b>	Registered Manager
<b>Contract:</b>	Full Time Contract (Probation Period)
<b>Salary:</b>	£34,035.04 per a year.

## Background Information

Safe Places for Children was founded as a Registered Charity in April 2016 with the aim of supporting the most vulnerable young people within the residential care industry. Safe Places for Children provide complex traumatised young people in care with individualised therapeutic residential homes within either England or Northern Ireland. Our mission is ***At Safe Places, it's all about the young people.*** Our values focus on being ***supportive, responsive, passionate, professional and united.***

The Young People that Safe Places for Children provide care for can at times display **Challenging Behaviours that include but are not limited to the following**; Destroying Property, Absconding, Self-harming, Poor Hygiene, Sexually Acting out towards other Young People or Workers, Fire Fascination, Cruelty to Animals, Anti-social Behaviours, High level Defiance, Physical Aggression including Hitting, Spitting, Kicking, Threatening Young People and/or Workers and Verbal aggression.

Our aims and objectives at Safe Places for Children is to provide a model of care that focuses on providing stability, a nurturing & domestic environment that can support positive outcomes for Young People. The Service Delivery will operate in line with our Registered Homes **Statement of Purpose** and our Organisational **Integrated Practice Framework (IPF)**. Safe Places for Children hire staff members that have the skills, qualities, experience, qualification and abilities to work with High Risk and Complex Traumatized Young People. This **Job Description** outlines the roles and responsibilities in which you have been employed to provide.

## General Responsibilities

Employees of Safe Places for Children will be required to promote and support our mission: ***At Safe Places, it's all about the young people*** and our values which are to be ***Professional, Responsive, Passionate, Untied and Supportive*** with all stakeholders, colleagues and management that are connected with the organisation and also with young people in our care.

General responsibilities include, but not limited to, the following:

- Provide a caring, safe and secure environment that promotes the wellbeing and the needs of the Young People within the Registered Service;
- Provide a caring service at all times and treat those they come into contact with in a courteous and respectful manner (Adhere to NISCC Code of Conduct);
- Carry out duties and responsibilities in a manner which assures the safety of young people, colleagues and the public; work as in line with the Registered Services

## Statement of Purpose and Safe Places for Children Integrated Practice Framework;

- Build and participate in a strong and positive team culture and ensure that adequate rostering / cover is in place for the Registered Home, this will relate to undertaking shift work to ensure that the Registered Service continues to operate with safe staffing levels;
- Attend and contribute to planned Team Meetings, participated in required Case Inductions and other tasks or assignments that have been provided by the Homes Management Team;
- Ensure the completion and input into the required paperwork; this includes but not limited to the completion of all Shift Reports; Critical Information Reports, Health & Safety Reports; Case Handovers and Care Map (Care Planning), other reports will be directed by the Homes Management Team;
- Participate in Professional Development Plan, undertake and contribute to Coaching opportunities and work with the Registered Homes Management team to identify areas of Practice Improvement and adhered to an agreed plan to improve;
- Contribute and Input into ongoing Risk Assessments, Safety Plans, and Care Planning needs of the Young People and Positive Behaviour Support Plan. This includes the creation of Risk Assessments and notifying the Registered Homes Management team when these have been completed;
- Demonstrate commitment through regular attendance in planned meetings and work efficiently on completion of all assigned tasks allocated to them that have been set by the homes management team, this includes but not limited to inputting into Progress Reports and other Documentation;
- Participate in all agreed and desired elements of the Case Management needs, this includes participating in Annual Training, Case Clinics and adhered to the Assigned Youth Worker task that has been issued by the Homes Management Team;
- Able to positively role model and support Young People through challenging crisis situations and help them to develop long term health coping strategies. Demonstrate a willingness to engage in reflective practice sessions with the Homes Management Team, this is to help with increasing strategies to further support the Management of Crisis Situations;
- Understand and Adhere to the Shift Lead Responsibilities in regards to, but not limited Administration of Medication, Health & Safety, Safeguarding and Fire Warden & Safety Responsibilities. Operate and completed assigned tasks in nominated hours by the Registered Service Management Team;
- Provide At-Call support for a Minimum of two days a week. This requires the Keyworker to be available for going onto shift, in case someone calls in sick etc., this is a contracted obligation and it is expected that this will be allocated by the Registered Homes Management Team;
- On call requirements as per policy- Can be required to do 2 days on call if needed to cover leave or emergencies. Will have to have completed all training.
- Ensuring the highest standards of care, in relation to the Children's physical behavioural

and emotional needs and ensuring that all basic needs are met as per Legislation and Standards requirements of Registered Service;

- Supporting Young People to successfully engage with their routine and programme that can include, but not limited to outdoor activities, games, films etc. Team member is expected to input into the planning of activities and support the consistency with regards to the Care Planning and Case Management needs of each Young Person within the Registered Service.
- Create and contribute to developing a safe, nurturing and homely environment and build developmental relationships through activities or events with children that live within the home;
- Undertake domestic duties within the home that include but not limited to cleaning, cooking, laundry and assist in the running of a normal domestic home environment;
- Able to positive role model and support Young People through challenging crisis situations and help them to develop long term health coping strategies;
- Publicise and promote the aims and objectives of the organisation;
- Adhere to all organisational policies and procedures and the legislation & standards that are set by RQIA or OFSTED (Regulator) and all NISCC Registered Members (Northern Ireland);
- Evaluate the impact of all work undertaken, with emphasis placed on reflective practice and ensuring that Dynamic Risk Assessments are undertaken when in challenging crisis situations with Young People;
- Contribute to the overall evaluation of the organisation and the continued development of the Registered Service, this involves supporting learning from challenge incidents or ensuring that standards and expectations are followed within the Registered Home;
- Trauma Informed approach to be undertaken in regards to supporting Young People's complex trauma and pain based behaviours, team member to understand and increase knowledge & practice of TCI framework;
- Carry out duties and responsibilities in line with Health & Safety Policy Statutory Regulations and ensure that organisational Health & Safety expectations are adhered to in regards to the practice within the workplace, i.e. Registered Home;
- Assist and contribute to ongoing case management of Young People and assist in developing the Relevant Care Plans or Placement Documents in a partnership with the Relevant Authority. Ensure the completion of assigned Keyworker tasks and allocated Roles & Responsibilities by the Homes Management Team;
- Participate and have the ability to understand long term outcomes to be achieved (life skills, coping skills, school, health, therapy, family) and ensure appropriate child participation in all aspects of care this includes the daily running of the home through completion of daily tasks and positive role modelling around routines and boundaries;
- Create a comfortable and safe environment and maintain a high standard of care all young people within the home. This includes keeping the house clean, tidy, safe and reporting all damages etc. through the relevant processes within Safe Places for

Children;

- Provide flexibility for all shifts including sleepovers (time off requests are not guaranteed) and ensure that rostering needs for the home are at a safe and adequate cover. Maximum Participation in team meetings, staff meetings, training, and supervision. It is expected that consistency is followed and a united approach is undertaken with regards to agreement and plans.
- Demonstrated ability to independently use Word. Demonstrated ability to independently and confidently use Internet Explorer. Ability to learn new computer skills with training or online tutorials;
- All staff members must complete relevant history checks and have a current Full UK Driver's License. Any changes to this all staff members must notify their line manager.
- Excellent written and verbal communication skills and ability to complete Online Reports and ensure that timeframes are adhered too in terms of expectations set by either the Registered Homes Management Team or Safe Places for Children.
- Keyworker has a responsibility to complete a minimum monthly keyworker report and complete planned weekly Keyworker Sessions with a Young Person that has been matched to them by the Registered Homes Management Team;
- Complete and participated in the daily running of the Registered Home, within the parameters that have been set by Safe Places for Children and the Homes Management Team, this includes but not limited to following Safeguarding and Health & Safety direction;
- Complete Documentation Uploads onto the Individual Case Site as directed by Safe Places for Children Policy & Training and as directed by the Registered Homes Management Team;
- Have the ability and skills to work effectively within a Team Setting, this includes working in small teams within the Registered Service, within the broader Safe Places team and broader stakeholder team;
- Undertake and participate in Crisis Management Sessions and opened to feedback and new approaches in supporting Young People within the Registered Service. Demonstrate ability to work through problems professionally and appropriately during potential crisis situations;
- Ensure the ongoing confidence of the public in the organisational service provision;
- Adhere to Safe Places for Children Equal Opportunities Policy throughout the course of employment;
- Participate and engage in a "step up" process in regards to short term position appointments that help ensure the delivery of the Registered Service or Safe Places for Children's needs, this is to be agreed by the General Manager of Operation;
- Any other duties, roles and responsibilities deemed necessary by Management.

## **Pay and Terms and Conditions**

<b>Salary</b>	£34,035.04 per a Year
<b>Hours</b>	Full-time (38 Hours on Average per a Week) – this post will require flexible working hours to meet the needs of the organisation and the Registered Service. Hours include a minimum 32 Shift Hours, 6 Non-Contact Hours and 2 Sleep overs. Safe Places for Children operate an Hours Bank System.
<b>Holidays</b>	33 days per year including bank holidays
<b>Probation</b>	You will serve a probationary period of six months. This may be extended if considered appropriate.
<b>Waiting List</b>	A waiting list may be compiled for any similar fixed-term or permanent vacancies that arise in the next 12 months.

### **Shift Patterns**

- A regular shift is 24 hours long. It consists of 16 hours awake working time and 8 hours paid sleepover period.
- A Minimum of Two Shifts a Week to be Completed

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review this Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

### **Records Management**

All Safe Places for Children employees are legally responsible for all records held, created or used as part of their business within Safe Places for Children, including client, corporate and administrative records whether paper-based or electronic and including emails. Safe Places expect all staff members to protect all associated data with regards to our line of work in a confidential and secure manner.

Staff members have a responsibility to report any breaches, issues or concerns about data protection through to Safe Places Data Protection Officer or their Supervisor. Staff members are to operate and manage data in line with the organisations policies, processes and procedures. Staff members are to be aware and function in a process that meets legal requirements stipulated in the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018 (DPA).

### **Essential Skills and Qualifications**

- University Degree or a Level 3 Diploma in a Relevant Subject (determined by Registered Provider) but with the Health and Social Care Industry.
- 2 Years' experience in working with traumatised young people and desirable experience would be to have worked previously with challenged behaviours young people in a 1 to 1 Registered Residential Setting.
- Demonstrate a High Level of Internal and External report writing.

- Demonstrate a High Level of engagement and professionalism when engaging with all stakeholders.
- Demonstrate the ability to be “At Call” minimum two days a week
- Ability to demonstrate the organisations values and mission statement.
- Ability to have shown the use of own initiative and setting a high standard.
- Have held a UK Driving Licence for more than 1 Year and no more than three penalty points.
- Police Checks and other checks deemed necessary by the organisation,



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