



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Residential Support Worker</b>
<b>Department:</b>	<b>People's Services</b>
<b>Grade:</b>	<b>SCP 22 – 25 (plus 2 inc for weekend working)</b>
<b>Responsible to:</b>	<b>Deputy Manager / Manager</b>
<b>Purpose of the Post:</b>	<b>With supervision and advice to contribute to the provision of a residential support work service to young people; providing, as part of a team high, quality care and appropriate levels of supervision young people in residence.</b>

## **Duties and Responsibilities:**

1. Work with young people on an individual and group basis including outreach provision where required.
2. Providing advice, support and counselling for young people in the unit.
3. Contributing skills and knowledge as part of a staff team and attending staff meetings where required.
4. Contributing to the effective record systems in accordance with departmental guidelines and procedures
5. Acting as nominated key worker to young people and ensuring that their needs are being met.
6. Liaising with staff in the placing agency regarding individual young people.
7. Attending case conferences and reviews.
8. Assisting in maintaining young people's links with their families, schools and communities.
9. Contributing to the preparation of care plans, progress reports and other court reports.
10. Participating in specific care plans and skills development programmes for young people, with supervision and advice from suitably qualified staff.
11. Undertaking relevant training where required.



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12. Participating in the duty rota, including sleeping-in duties.
13. Ensuring compliance with the Community Homes Regulations, Departmental policy, procedure and guidance and other relevant regulations and procedures.
14. Attending court and giving evidence where required.
15. Accompanying young people on escorted home leave, court appearances, social, educational and other outings as required.
16. Co-operating with colleagues in other units, both on the campus and within the
17. Department, in accordance with the needs of the young people, as identified by senior staff.
18. Maintaining the appropriate level of security at all times, in accordance with the relevant procedures.
19. Contributing to the development of child care within St Helens by:
20. Attending meetings, working parties and forums.
21. Attending meetings of interagency external bodies as appropriate.
22. Suggesting policy and procedural improvements.
23. Identifying opportunities for development of services.
24. Keep abreast of current practice, trends and developments in the child care field.
25. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
26. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
27. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
28. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.



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**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended)**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: Dec 2014  
Date Updated: April 2016  
Date updated: April 2018**