



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Relief Residential Child Care Officer

GRADE: Band 5

RESPONSIBLE TO: Registered Manager

Overall Objectives of the Post:

To assist the Registered Manager in the day-to-day care of young people and other related supportive duties to meet the agreed aims and objectives of the Home. You will work on a flexible relief basis providing cover as and when required.

Key Tasks of the Post:

1. You will be responsible for assisting in the day-to-day care of young people. You will:

- Ensure up-to-date records are maintained regarding a young person's care;
- Implement and evaluate tasks set out in a young person's care plan;
- Liaise with social workers and other involved agencies;
- Provide for a young person's physical needs as necessary;
- Be accountable for monies allocated for specific purposes e.g. petty cash.

2. You will be responsible for providing support to young people. You will:

- Help generate an open and supportive environment enabling growth and development;
- Be sensitive to the individual needs of young people looked after, taking into account age, gender, culture, language, race and disability;
- Provide support, comfort and when appropriate control, as per Group policy, when young people are under stress or in need of clear boundaries.

3. You will be responsible for contributing to the effective running of the Home. You will

- Work consistently as a team member in a supportive environment;
- Participate in daily shift change-over meetings;
- Work on a flexible basis to ensure cover for the unit including "sleep-ins" when necessary;
- Ensure the fabric of the building, equipment and grounds meet National Care Standards for Children;
- Ensure that you receive regular supervision;
- As per Group policy, report to a line manager, or any other appropriate person, malpractice or evidence which may suggest it.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KD/CL

Date: 3.06.19