

# Lancashire County Council

## Combined Role Profile

### Grade Profile - Grade 6 – Support Roles

Applies to **all** posts at Grade 6

<b>Purpose</b>
To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.
<b>Scope of Work</b>
Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.
<b>Accountabilities/Responsibilities</b>
<p>The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.</p> <ul style="list-style-type: none"><li>▪ The allocation of work to a small group or team; or</li><li>▪ Accounting for expenditure from agreed budgets; or</li><li>▪ Overseeing the administration of support systems and processes; or</li><li>▪ Undertaking specialised service support activities; or</li><li>▪ Providing service and situation specific advice and guidance; or</li><li>▪ Using specialised equipment.</li></ul>
<b>Skills, knowledge and experience</b>
<ul style="list-style-type: none"><li>▪ Extended experience or the ability to demonstrate the competence to undertake the role.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, or equivalent where applicable.</li><li>▪ Working knowledge of the practices, processes and procedures relevant to the role.</li><li>▪ Developed skills appropriate to the job discipline.</li></ul> <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b>
<ul style="list-style-type: none"><li>▪ Completion of work to required standards, deadlines and timescales.</li></ul>

# Lancashire County Council

## Operational Context Form

**Post title:** Residential Child Care Worker (RCCW) (Mainstream and Overnight Breaks)

**Directorate:** Children and Young People

**Location:**

Lancashire

**Establishment or team:**

Residential Services

**Post number:**

**Grade:**

Grade 6

**Staff**

**responsibility:**

No

**Essential Car user:**

No

### Scope of Work – appropriate for this post:

- To provide direct and practical support and advice to families and children accessing children's residential/outreach services
- To provide support and assistance to other agencies and LCC colleagues in the assessment, planning, delivery and evaluation of services to children and young people
- To take responsibility for keyworking in a residential and other related children and young people's settings

To work with young people and families in the local community in support of the Outreach service and the ethos of reducing the numbers of Children Looked After.

- To be involved in induction, mentoring and training of colleagues.

### Accountabilities/Responsibilities – appropriate for this post:

To plan, organise and facilitate group activities, and individual support for families, children and young people.

To produce and maintain records on an Integrated Childrens System.

To work in a flexible manner as part of a multi disciplinary team whilst working in partnership with other agencies.

To attend and participate in meetings as appropriate and as directed by the Registered Manager.

To assess, review and evaluate the care planning of young people on a regular basis and provide written and/or verbal reports as and when required.

To assess and manage risks to self and others in line with LCC policy and protocol and Quality Care Standards

To ensure that young people are safeguarded and that this is regarded as a primary role and responsibility.

### Additional Supporting Information – specific to this post:

- To promote partnership with parents and carers as directed by the Children Act and other relevant legislation (Appendix A attached).
- To plan and prepare children and young people for admission to and discharge from residential care.
- To work together with all relevant professionals and agencies in the assessment and implementation of plans to meet the needs of children and young people.
- To prepare, implement and review programmes for individual children and young people, and where appropriate assess and plan for young people to gain independence skills in the preparation for leaving care.
- To assist children and young people to manage their behavioural difficulties or particular

vulnerabilities.

- To undertake relevant training underpinned by the service ideology and to assist in meeting the training needs of other staff and volunteers, as required.
- To attend and participate in staff meetings.
- To visit parental/carers homes, schools, colleges or other settings as required.
- To support less experienced staff by offering advice, guidance, information and support.
- To facilitate meetings which allow young people to have a say in the running of their home.

**Prepared by:** John Simpson

**Date:** July 2015

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

Person specification		
Post title: Residential Child Care Worker	Grade: Grade 6	
Directorate: Children and Young People	Post number:	
Establishment or team: Residential Services		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
CQSW, DipSW, CSS, QCF3 to 5, NVQ Level 3 or equivalent	D	AF
Experience		
Working with older children and young people	E	AF
Experience in working with young people and their families in a residential setting	D	AF
Knowledge and skills		
Knowledge and understanding of the needs of children and young people	E	AF/I
Ability to work as part of a team	E	I
Knowledge and understanding of service user confidentiality	E	AF/I
Knowledge of relevant legislation	E	I
Working knowledge of relevant legislation	D	I
Knowledge of child development and associated needs	D	AF/I
Ability to communicate effectively both written and verbal	E	I
Ability to respond appropriately to challenging behaviour	E	I
IT skills	E	AF
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4. The appointee will be expected to attend work on a regular basis	E	I
5. Weekend working and Bank Holidays when required	E	I
6. There is a sleeping in commitment for which the appropriate allowance will be paid	E	I
7. Shift leaders as and when required	E	I
8. DBS clearance will be required	E	I

<p><b>*Delete/amend as applicable</b></p> <p>*This is an essential car user post. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.</p>		
<p><b>Date:</b> July 2015</p>		
<p><b>Note: We will always consider your references before confirming a job offer in writing.</b></p>		

# LANCASHIRE COUNTY COUNCIL

## PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

### **CONFIDENTIAL**

Team/Establishment	Residential Services
Post title	Residential Child Care Worker
Description of main activities the employee will be required to undertake (or attach role profile) Attached	
Form completed by: (print name) John Simpson	

### **A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring ( <i>e.g. colour blindness</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Headteacher/Line Manager</b> <b>(please print)</b>		John Simpson	
<b>Telephone Number:</b>	01772 532 087	<b>Date:</b>	July 2015

V1.4

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