

LANCASHIRE COUNTY COUNCIL, SOCIAL SERVICES DIRECTORATE

ROLE DEFINITION STATEMENT

JOB TITLE: Residential Support Officer
LOCATION: Children and Family Services
BASE: As Advertised
GRADE: RSO(C) - SCP 18-21/23
ACCOUNTABLE TO: Officer in Charge
RESPONSIBLE FOR: None

ESSENTIAL QUALIFICATIONS REQUIRED:

None

ESSENTIAL EXPERIENCE REQUIRED:

None

CONDITIONS OF SERVICE:

Are in accordance with the national joint council for Local Authority Administrative, Professional, Technical and Clerical Services.

WORKING ARRANGEMENTS:

Hours as advertised. Working on a rota basis which may include weekend/evening work.

FUNCTION:

To be part of a team providing a 24 hour residential support service at the Home, a unit providing flexible facilities to children and young people who have special needs.

CORE RESPONSIBILITIES:

1. To promote the Directorate Values and Principals as set out in the Directorate's Statement of Principles.
2. To promote partnership with parents as directed by the Children Act 1989.
3. To create an environment which takes account of a multi-cultural society.
4. To assist in the review of programmes for individual children and young people's development (e.g. where appropriate, assisting residents towards independent living, work with the families of residents etc).
5. To assist children and young people to deal with behavioural difficulties or particular vulnerabilities.
6. To maintain appropriate records, write reports and attend and participate in meetings as required.
7. To undertake relevant training.
8. To attend and participate in staff meetings.
9. To maintain close links with co-workers, parents and other professionals.
10. To visit parental homes, schools or training centres as required.
11. To work with colleagues and to share advice and support in order to maintain an effective service.
12. To carry out clerical and/or administrative tasks associated with the above.
13. To ensure children and young people have access to all available information regarding their rights.
14. To maintain confidentiality.
15. To encourage young people to be active members of the Lancashire In Care Group.
16. To be responsible as a member of a staff team for the day to day support of children and young people, that is:
 - a) Providing personal care and support to each child that is responsive to their individual needs.
 - b) Developing relationships with the children and young people that reinforce their status as such.

- c) Developing relationships with children and young people that reflects their maturational level, their potential growth into independent people and their full participation in the home.
 - d) Being responsible for their personal possessions and belongings, including clothes, footwear and any personal aids or equipment.
 - e) Being involved in the implementing of personal programmes, whilst the children are at the home, usually in conjunction with other professional staff.
 - f) Where appropriate and possible developing or providing a range of activities, including games, play materials, sport, leisure, craft, which interest and involve the children and young people.
17. Helping to provide a 24 hour residential support service, i.e. laundry, some cleaning and other duties as appropriate.

LOCAL RESPONSIBILITIES:

There will be determined from the above list of core responsibilities by the Officer in Charge, in order to facilitate the smooth running of the home.

- * This list is not to be regarded as exclusive or exhaustive – there may be other duties and requirements at the same responsibility level associated with the post.

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EMPLOYEE SPECIFICATION STATEMENT

JOB TITLE: Residential Support Officer

LOCATION: As Advertised

To be read in conjunction with the **ROLE DEFINITION STATEMENT** for the above post.

APPLICANTS WILL BE EXPECTED TO POSSESS THE FOLLOWING ATTRIBUTES:

ESSENTIAL QUALIFICATIONS:

None

DESIRABLE QUALIFICATIONS:

RNMH, DIPSW, CSS, NNEB or equivalent

ESSENTIAL EXPERIENCE:

None

DESIRABLE EXPERIENCE:

Work with children
Work with Service Users with learning disabilities.
Work in a residential setting.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic principles of child care and ability to work to these.
The ability to keep records.
The ability to work as part of a team.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development.
The ability to assist in domestic management of the establishment.
Ability to work across cultures.
To have a working knowledge of the cultures and religions of the local community.

SPECIAL REQUIREMENTS:

(E.g. flexible working hours, rota work, sleeping in etc)

The ability to attend work on a regular basis.

The appointee will be expected to attend work on a regular basis.

In accordance with the County Council's Community Homes instructions, staff working in residential establishments will not smoke whilst on duty and must not smoke in front of the children.