

LANCASHIRE COUNTY COUNCIL, SOCIAL SERVICES DIRECTORATE

ROLE DEFINITION STATEMENT

JOB TITLE: Residential Care Officer (Nights)
LOCATION: Children and Family Services
BASE: Children with Special Needs
GRADE: RCO(C) + 1/3
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.

FUNCTION:

To provide a waking night care service and to be part of a team providing a 24 hours residential support service at the Home that is 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 Particulars.
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 children and young people to deal with behavioural difficulties or particular vulnerabilities.
5. To maintain appropriate records, write reports and attend and participate in meetings as required.
6. To undertake relevant training.
7. To attend and participate in staff meetings and supervision sessions as required.

8. To work with colleagues and to share advice and support in order to maintain an effective service.
9. To carry out clerical and/or administrative tasks associated with the above.
10. To maintain confidentiality.
11. To provide personal care and support to each child that is responsive to their individual needs.
12. To be responsible for the personal possessions and belongings of the children and young people, including clothes, footwear and any personal aids or equipment.
13. Where appropriate and possible, to arrange activities including games, play materials, leisure, craft that interests and involves the children and young people.
14. To help provide a 24-hour residential support service, i.e. laundry, some cleaning and other duties as appropriate.
15. To maintain a constant waking watch and provide a calm and stable authority.
16. To ensure the collection of information from the day staff about any significant happening.
17. Where necessary, to join the day staff in the supervising and preparing children for bed.
18. To record in the Log all incidents and telephone calls. The Log should be filled in on an on going basis throughout the night.
19. To undertake the periodic checks on children and young people as necessary throughout the night, ideally on a half hourly basis. Check should be recorded in the Logbook.
20. To effect a satisfactory hand over to the day staff.

IMPORTANT:

- **The night service must be maintained for seven days each week and therefore rostered weekend duties will be involved. During holidays and times of sickness there will be a need for staff to cover for each other. This requirement will necessitate staff being requested short notice on occasions to cover for absent colleagues.**
- **Night staffs are part of the professional residential social work team and will be aware of and will be aware of and accountable to their line managers.**
- **Staff must not get involved in any activities, which might distract them from their duties. Care of children must always take priority.**
- **The sleeping in officer is the immediate back up to the Residential Care Officer (Nights).**

21. To be aware of the educational needs of children and young people and create space and encouragement for homework.

Local Responsibilities

* 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.