ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services** **POSTHOLDER**

SECTION **Children in Care and Care Leavers' Service**

GRADE Career Grade SC5-S01

POST DESIGNATION: AARRC Practitioner

Role:

In accordance with our Statement of Purpose, to ensure that the children and young people who access the AARRC are happy, healthy and safe from harm, feel loved and able to develop, thrive and fulfil their potential.

Post-holders will foster positive relationships, encourage strong bonds between children / young people and staff in the home on the basis of shared daily life and jointly undertaken activities, domestic and non-domestic routines and within established boundaries of acceptable behaviour.

Main Duties:

1) To provide through working a shift rota a fully operational home for children and young people aged 11 to 17 years.
2) To take and share responsibility for all children / young people through direct care interaction and through necessary support and assistance to colleagues
3) To contribute to a caring environment where the emotional, physical and sexual health of all young people is safeguarded and promoted.
4) To follow all locally and nationally agreed policies, procedures and guidelines to ensure the safety and welfare of young people at all times.
5) To provide high standards of day to day care for the young people resident in the home and to contribute positively to the work of the home, e.g. cooking, shopping, laundry, etc.
6) To undertake sleeping-in rota duties as required including weekend and Bank holiday working.
7) To counsel, support and advise children / young people and to role model behaviours which contribute to the development of their social skills and emotional maturity. To help them to develop interests and hobbies and to make a positive contribution to the home and wider community.
8) To contribute positively as a keyworker to care plans/ contracts/ programmes for a specified number of young people and to take responsibility for the delivery of such plans through direct personal professional interactions and necessary liaison with colleagues and other interested parties

9) To work as part of a team and engage with the wider system (e.g. social workers, other professionals), sharing relevant information as necessary, to ensure children / young people's needs are met.
10) To take advantage of all relevant training opportunities identified to develop personal skills and knowledge.
11) To contribute to supervision and development interviews.
12) To record data and information as required, ensuring that all necessary recording arising from shifts for which they are responsible is completed accurately and shared in hand over meetings. To complete incident sheets and logs, etc.
13) To help children / young people to make measurable progress towards achieving their educational potential by supporting their learning and development, understanding any barriers to their learning and promoting the importance and value of education and training.
14) To promote the importance of a healthy lifestyle and to encourage and support young people to attend all relevant health related appointments.
15) To welcome parents, friends and others to the home as appropriate and to supervise contact visits as required.
16) To contribute positively to the resolution of conflict and complaints and establish an environment where the views of young people are heard.
17) To teach young people a range of skills and supervise them in their daily routines whilst providing appropriate adult boundaries.
18) To ensure that the petty cash is kept safely and securely and the float is balanced as required and in line with Royal Greenwich financial procedures.
19) To manage monies on behalf of children and young people ensuring that their skills to budget are developed whilst also using funds to purchase essential items for them.
20) Keep the service's mobile telephone safe and ensure that it is used appropriately and in line with Royal Greenwich policies and procedures.
21) Allocate resources to children and young people which supports their education and personal and social development.
22) To undertake any other work appropriate to the level and general nature of the post's duties.
23) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, Information Governance and the New Technology agreement.

<u>Scale 6 (in addition to above):</u>

24) As above, having gained the Level 3 Children's Home Workforce Diploma as minimum.
25) To act as shift leader on a rota basis

<u>SO1 (in addition to above):</u>

26) To undertake outreach work with children and young people and their families as required and following consultation with managers and other professionals to support reunification of families or family/placement stability.
27) To actively mentor new AARRC Workers and to offer support for them to obtain their qualification and professional development.
28) To take the lead on key areas of responsibility in line with the Quality Standards and Regulations.
29) To be fluent in and support other practitioners to embed systemic concepts and principals (and other relevant evidence-based practice) as part of practice with

children, young people and families which will help drive sustainable change and improve their outcomes.

30) To contribute to high quality, robust and thorough multi-agency assessments which allow the strengths, needs and provision for children, young people (and where appropriate, families) to be identified and put in place.
31) To deputise, where required and as appropriate, in respect of other duties.

Designation of the Post to which the post-holder normally reports to:

AARRC Practice Supervisor