



## HOLLYBANK CHILDREN'S SHORT-TERM BREAK SERVICE

### JOB DESCRIPTION SUPPORT WORKER BAND: 3

#### JOB DETAILS

Directorate	C & YP
Service	Short term break service - Hollybank
Post title	Support worker – Children's Respite Care
Staff Group	Clinical Bank
Band	3
Reports to	Registered manager or management team
Accountable to	
Number of Direct Reports	-
Overall Headcount Responsibility	-
Budget Responsibility (£)	

#### KEY RELATIONSHIPS

Internal:

- Hollybank and Bromley Healthcare Staff
- Health Professionals
- Quality team
- Children and Young Peoples services e.g. Therapies
- Community Children's Nursing Team
- Safeguarding Children and Adults
- Safer care team

External:

- Local Authority staff including social care and safeguarding.
- Schools and academies
- Parents/Carers

#### JOB SUMMARY

- To assist senior support staff in the day-to day care of children receiving short-term breaks at Hollybank.
- To assist as a member of the team in the development of a homely and caring atmosphere, that is able to provide for the children and young people's physical, sensory, emotional, intellectual and social needs.
- To contribute to the development of individual children's profiles and care plans and assist senior staff in implementing individual care plans for each child receiving a service.
- To support less experienced staff and/or bank staff in the above activities where delegated to do so by senior staff.

## MAIN DUTIES AND RESPONSIBILITIES

- To be aware of and respond to children's emotional and physical needs and report on these to the senior staff.
- To assist the children in the creation and maintenance of a homely environment that is conducive to their personal development.
- To participate in the implementation of individual care plans under the supervision of senior staff.
- To act as key worker to named children, ensuring their care plans are up to date and reviewed as required, sharing information within the team and acting as link for the family.
- To recognise the children's individual rights to privacy, confidentiality, dignity and respect and to help them to make choices and decisions.
- To respond to individual children's personal care and help them to maintain a good standard of personal hygiene.
- To promote a daily routine and when on night duty, settle children into bed and monitor their sleep patterns during the night as required.
- To accompany children on outings into the community.
- In line with Bromley Healthcare's Medication Procedure, to participate in six monthly proficiency assessments and attend regular in-house medication updates. To administer P.R.N and routine medication using agreed competency frameworks. To record accurately in Medication Administration Record Chart (MAR) in accordance with the medication and record keeping procedures
- To safely check and record medication on admission and departure in accordance with medication procedure.
- In line with Bromley Healthcare's Enteral Feeding policy, to participate in proficiency assessments and competency framework, and attend regular in-house updates.
- To undertake clinical skills assessments following training.
- To be aware of and assist in meeting children's individual healthcare and behavioural/emotional/sensory needs and respond appropriately.
- To monitor and maintain the safety and security of the children and report issues as appropriate to the senior staff in charge.
- To maintain the secure keeping of impress money, petty cash, children's money and personal belongings in line with Bromley Healthcare policy.
- To participate, where appropriate, in reviews and meetings held regarding individual children.
- Under the direction of senior staff, to participate in visiting children/families in their own home and/or school when appropriate.
- To maintain good communication with children, parents, colleagues and other professionals as appropriate and as agreed with senior staff in charge.
- To use a variety of communication methods according to the needs of the children.

- To give to children and young people opportunities to develop their independence skills and to make choices, to listen to their views and respond appropriately.
- To develop and maintain the ability to manage children with challenging behaviours and complex health care needs including the application of appropriate strategies.
- In line with the individual child's risk assessment and care profile to be responsible for children and young people's care and activities under the direction of senior staff reporting back any issues or changes in the children's needs, so care plans can be reviewed and updated as required.
- To ensure that the health and safety needs of the children and young people are met with an appropriate focus on risk taking.
- To have due regard for your own personal safety and that of children/colleagues in particular Moving & Handling regulations/restraining policies and risk assessments.
- To participate in regular supervision, team days and staff meetings.
- To undertake domestic tasks such as shopping, washing, ironing, cleaning surfaces and appliances in agreed designated areas.
- To develop a working knowledge of child protection procedures reporting any concerns to the manager, deputy manager or senior on duty.
- To ensure work methods are sensitive to people's gender and culture.
- To immediately report to senior staff any incident or practice which is, or may be, to the detriment of the children or colleagues/the service. To record incidents on Datix forms daily log book and in sanctions or restraints books, whichever is appropriate.
- To take part in the Bromley Healthcare annual Appraisal process and contribute to the development of a Personal Development Plan to identify individual training needs. To attend training sessions that are identified as being of benefit to the post-holder or service as whole.
- To participate in actions to achieve Bromley Healthcare and Hollybank's service objectives. To participate in action plans to ensure compliance with National Minimum Standard (Children's Homes 2011) and recommendations of Ofsted and Regulation 44 Reports.
- To maintain accurate records as required by the service and Bromley Healthcare in paper or electronic format and to record activity on EMIS.
- To maintain the security and appearance of the building, reporting any faults including faulty equipment promptly to the Management team within Hollybank.
- To observe confidentiality of records and health information at all times and be aware of and practice the principles of data protection and Caldicott principals.
- To deal with telephone and/or email messages sensitively taking appropriate action as required, or ensure they are passed on for action to a senior member of staff. Record call in Daily log book and Emis.
- To receive initial complaints sensitively and ensure they are responded to by a member of the senior team, as per the Bromley Healthcare complaints procedure.
- Any other duties as designated by senior staff and commensurate with the post.



## MANDATORY REQUIREMENTS FOR ALL ROLES

The post holder is expected to demonstrate the values of Bromley Healthcare including;

The post holder is expected to embody the 4 values:

- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Wellbeing

The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Safeguarding - all staff must be familiar with and adhere to Bromley Healthcare's child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough's Safeguarding Children Partnership and Safeguarding Adults Board. Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.

## HOLLYBANK CHILDREN'S SHORT-TERM BREAK SERVICE

### PERSON SPECIFICATION

#### SUPPORT WORKER

#### BAND: 3

#### ESSENTIAL AND DESIRABLE CRITERIA

	Essential	Desirable	Mode of Testing
<b>Qualifications</b>	GCSE qualifications or equivalent in Maths and English	Level 3 diploma for Residential Childcare  NVQ3 Health & Social Care – <b>Children &amp; Young People</b>	A. I
<b>Professional Registration</b>	NA		
<b>Training</b>	Bromley Healthcare Mandatory Training	Service specific training for staff who work within a Children's Home environment. This includes some clinical skills.	A I

<b>Specific Skills</b>	Frequent moving and handling of children e.g. including use of hoists and other specialist equipment. Occasional use of methods of restraint following training to maintain the safety of the child. Physically able to participate in all aspects of care for the children.	Full driving licence	A I
<b>Experience</b>	Minimum of 1 year working with children or adults with disabilities in a caring capacity.	Experience with disabled children or adults in a residential, educational, hospital or short term break setting	A I
<b>Personal Qualities</b>	Empathy Assertive, non-confrontational approach. Remains calm in stressful situations. Dependable. Works well as member of a team Minimum age 22 to comply with National Minimum Standards (Children's Homes)		I
<b>Supplementary Information:</b>	This position requires that the post holder is able to sustain potentially prolonged periods of physical effort which may include moving loads, standing, walking, running, crouching, kneeling, twisting, bending and stretching. The children can vary from 5-17 years of age and weighing between 6kg – 80kgs. Good verbal and written communication. Able to participate in moving and handling. Self-motivated.		I
	Basic Computer Skills Common sense approach. Problem solving ability. Able to work flexible shifts on a rota basis including weekends, nights, Bank Holidays when required.		



#### DETAILS OF PERSON COMPLETING JOB DESCRIPTION AND PERSON SPECIFICATION

JD and PS completed by (job title):	
For an existing JD and PS - date reviewed:	11.11.21    Athena Vassie
For a new JD and PS - date completed:	