



JOB PROFILE

(SENIOR PRACTITIONER – RESIDENTIAL CHILDCARE)

Incorporates

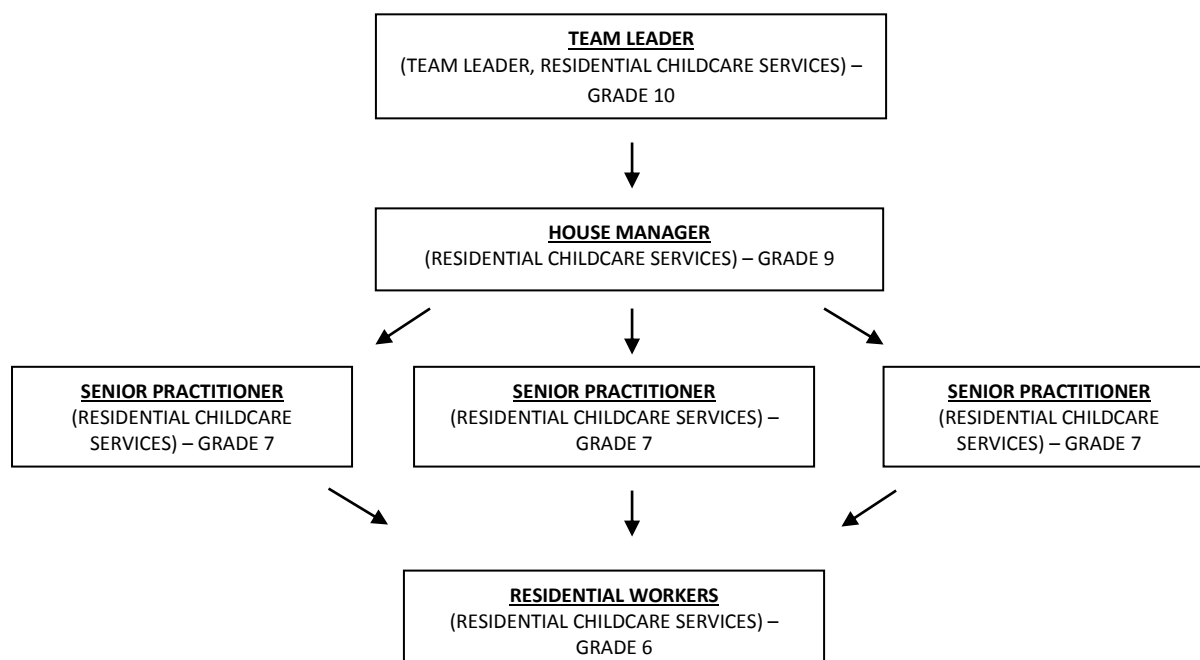
Section 1 Post Descriptor

Section 2 Person Descriptor

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Senior Practitioner (Residential Childcare)	Position Number: SW1298
Service Area: Child Health Care & Criminal Justice	Section: Childcare
Reports to: House Manager	Grade: 7
2. JOB PURPOSE The post holder will work as part of a team and take responsibility for the delivery of high quality care to the young people. This includes providing and developing a safe, consistent and caring environment that encourages and nurtures young people to develop positively whilst experiencing transition and trauma. Providing leadership and insight needed to ensure that the experience of being accommodated is focused on the strengths and of the young people. As the Senior Practitioner you will motivate and encourage the team to work to a high professional standard and contribute to the delivery of an effective and efficient service.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: Ensuring all administrative and financial responsibilities are kept up to date in line with corporate policy and procedures Staffing Direct: Direct responsibility for approx. 3 staff on shift (and approx.12 staff, in the absence of the house manager) and will provide leadership and guidance. Ensure career development through mentoring on shift and regular supervision. Co-ordinating training and identifying training needs for each individual member of staff and ensuring that staff perform to an appropriate and competent level.	

4. ORGANISATIONAL CHART



5. ROLE OF DEPARTMENT/SECTION

The role of residential care is to provide care, welfare, protection for those children, young people and adults who for whatever reason can no longer live with their respective families.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Supporting the House Manager in the day-to-day managing of the house, this includes deputising in the absence of the House Manager. Setting the tone and culture of a positive environment to live in and to work in.
- Setting and ensuring achievement of the targets of the house and the National Care Standards and to identify ways to improve the performance of the service.
- Ensuring effective care planning for service users. Record keeping and development of evidence based personal plans.
- Maintain a high standard of quality assurance, devising, monitoring action plans where appropriate.
- Managing operational aspects which may include daily dilemmas and difficulties as presented in a care setting.

- Building effective, trusting relationships with service users who are traumatised, anxious and often challenging. Building constructive working relationships with families affected by loss, separation, addiction, poverty and adversity.
- Displaying excellent verbal communication skills to both clients and families, colleagues and other lead professionals and agencies.
- Ensure effective staff communications are in place through setting agenda and chairing team meetings. Responsible for the supervision and appraisal of the staff (supervision will be at least 6 weekly). Ensuring that staff supervision is taking place as agreed and that the effectiveness of this is measurable.
- Implementing key Council Policies including Attendance Management Policy and monitoring Fire Safety and ensuring risks are managed and recorded.
- Ensuring own development via training, reading and attending workshops and seminars/cascading this knowledge to the team.

7. PROBLEM SOLVING

As the post holder is responsible for both clients and staff, they will be expected to have a high level of ability and knowledge of problem solving techniques and strategies. This should include a mixture of analytical techniques and existing procedures.

8. PLANNING

The post holder requires to contribute to the organisation of seasonal activities i.e. during school holidays etc. Planning – LAAC Reviews, attendance at children’s hearings and planning meetings.

Responsible for managing staff and structuring shift patterns allowing enough flexibility to cover sickness, holidays, staff training and young people’s leisure and key worker time

The post holder will be responsible for and involved in planning over a wide range of activities i.e. individual planning for clients, day to day house planning, rota, diary etc.

9. ASSIGNMENT AND REVIEW OF WORK

Objectives are set by the House Manager who will ensure care standards are being met and maintained, by the post holder in keeping with the departmental plan for the client group.

Regular supervision will form part of the process for assigning and reviewing work.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Both written and verbal communications are key skills required for this post.

Internal communications and working relationships:

Seniors/House Managers/Service users and staff.

External communications and working relationships:

Children Panel/Trade Unions

11. DECISION MAKING

Leading and developing the team, to contribute to the high standards of child care practice. Managing unpredictable situations and seeing outcomes through which may entail crossover into next shift team

The ability and flexibility to adapt to the changing needs of the house and to make decisions/ assessments on the needs of the young people in order to work with them to implement personal plans on a continual basis

12. MOST CHALLENGING PART OF THE JOB

The most difficult part of the job is to keep the varied aspects of this post in balance and the ability to work under daily pressure meeting operational demands from staff, clients and external sources. The ability to plan and organise is vital in ensuring that the staff team are fully supported, enthused and motivated by the senior practitioners.

13. GENERAL

Disclosure: This post requires a PVG ,Children and Adults check

Politically Restricted Post: No.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- **Skills Passport A** – New Entrant Employee Passport
Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy
- **Skills Passport B** – WDC Employee Passport
Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

List all Role Specific training to be carried out to undertake this position.
OR state

PPB
Child Protection
Child Sexual Exploitation
Attachment

Post Descriptor Prepared by: Manager

Date: June 2023

SECTION 2: PERSON DESCRIPTOR

	Essential	Desirable
	Qualifications	
	HNC, SVQ level 3, post holder must be prepared to complete SVQ level 4 within set timescale.	
	Registration with SSSC, and maintenance of SSSC registration and CPL	
	Training	
	PPB	DDP
	Relevant knowledge of local authority policies.	
	Child protection and CSE	
	ACES and trauma based practice	
	Experience	
	Working with children and young people with Behavioural and emotional difficulties.	Supervision (managing staff). Financial experience.
	Experience of care planning and organising activities	
	Knowledge and Skill	
	Effective communicator.	Excellent IT skills
	Knowledge of LA policies and procedures.	
	Good knowledge of relevant legislation.	
	Effective leadership skills.	
	Able to persuade and negotiate.	
	Problem solving.	
	Ability to motivate, inspire and lead others.	
	Excellent communication skills – verbal and written.	
	Computer literate	
	Disposition	
	Enthusiastic/insightful/motivated.	
	Flexible approach.	
	Solution focused/problem solving skills.	