

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Social Care Officer (Waking Night)	Post Ref:	
Section:	Children's Services, Children & Young People's Unit	Grade:	6/7
Responsible to:	Team Manager/Residential Resource Worker		
Responsible for:			

JOB PURPOSE

Assist in the creation and maintenance of a high-quality care environment in which children and young people are assured of safety and security. To care for young people during the waking night shift hours as specified.

PRINCIPAL WORKING CONTACTS

Parents
Carers
Families
Neighbours
Out of Hours Service
Police and Health

MAIN DUTIES

Assist with the care management of individual young people, providing practical support and supervision necessary during the waking night shift hours.

Provide care and support to young people and their carers by participating in the execution of pathway plans.

Ensure the young people are safe and settled having had their individual needs as specified by pathways plans met.

Ensure the young people are monitored regularly throughout the night.

Seek appropriate health/medical advice or treatment for any young person who may return to the house under the influence of drugs or alcohol and where advised devise an appropriate system to monitor them closely throughout the evening/night.

Contribute to the gathering, maintenance and verification of information concerning young people. Maintain the necessary records and log books held within the house.

Participate in team development and personal developments programmes and make use of appropriate staff training.

Accept delegated responsibility for the maintenance of high standards of care and appropriate discipline during the night.

Ensure the fabric and the contents of the buildings are kept in a satisfactory order, and meet

the required standards.

Complete tasks delegated from Senior colleagues or the Manager, and assist in any tasks identified as preparation work for the next day.

Ensure the security of the building at regular intervals throughout the evening/night.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Social Care Officer (Waking Night)

DIVISION/DEPARTMENT SECTION: Children and Families Service

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	<p>Ability to undertake relevant HNC and SVQ Level 3</p> <p>Any other relevant qualification which provides evidence of academic achievement equivalent to or above SCQF Level 7</p> <p>3 National 4s, or equivalent</p>		Application
RELEVANT WORK/OTHER EXPERIENCE	<p>Experience and understanding of working collaboratively with young people and their families and carers</p> <p>Experience of working effectively in a team</p>	<p>Experience of working with young people in a residential setting</p> <p>Experience in child-care planning</p> <p>Experience of working with other agencies</p>	Application Interview References
PARTICULAR SKILLS/ABILITIES	<p>Good communication skills (both written/verbal)</p> <p>Understanding the emotional practical and social care needs of young people</p> <p>Ability to undertake Moving and Handling procedures.</p> <p>Ability to undertake CALM procedures.</p>		Interview References
PERSONAL QUALITIES	<p>Self motivated</p> <p>Self reliant</p> <p>Committed to high standards of care for children & young people</p>	Creative	Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Ability to work permanent night shift</p> <p>Ability to work up to 31 weekends</p> <p>Registered with SSSC within a specified timescale.</p> <p>Member of PVG Scheme or ability to become a member of the PVG Scheme with satisfactory Scheme Record</p>	Flexibility	Interview

	and/or Scheme Record Update.		
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