



THE ARK RESPITE

JOB DESCRIPTION

JOB TITLE: SENIOR RESPITE WORKER

DIVISION: THE ARK RESPITE

RESPONSIBLE TO: REGISTERED MANAGER

POST REFERENCE NO: SR-104

SALARY: £29,000

Purpose of Post

1. To assist in the effective day to day running of the Children's respite Centre. Ensuring the care and welfare needs of the children, young people and their families, for whom the home provides a service, are met.
2. All staff will be expected to consider their role in the context of the objectives that the Centre is working towards. To contribute constructively to the continuous improvement, performance management, culture and the interagency context of the Centre's work.

Key Relationships

All staff will be expected to promote teamwork within their staff group area, with the staff they supervise and the service as a whole.

Additionally, key relationships for this post will be:

- Registered Manager
- Senior Managers
- Team Manager – Children's Disability Team
- Social Workers
- Independent Reviewing Officer
- Children and Young People with a Disability
- Health Service Colleagues





- Education Colleagues
- Parents and Carers
- Any professional involved in the care of the child.

Overall Responsibilities

To respect and maintain the confidential nature of the work.

To assist the Registered Manager and Deputies and Duty manager to promote good childcare practice within the home, this will include:

- To demonstrate good childcare practices in own direct work with children to provide a model for other staff members.
- To assist the Manager's in ensuring specific plans are carried out.
- To guide and supervise (if required) staff regarding standards of care in line with the Children's home regulations and Quality standards 2015 and the wider implications of group guidelines, procedures, instructions and Policies and procedures.
- To ensure that full and complete casework records for young people are maintained and that sound decisions are made and carried out.
- To be responsible as guiding and instructing staff and for young people undertaking casework, report writing and initiating and implementing individual care plans; as well as ensuring effective assessment monitoring, planning and evaluating for each child takes place.
- Ensuring respite worker receive support through coaching and mentoring, supervision and appraisals.
- Quality assurance of reports for Care reviews
- Case file audits

Key Roles and Functions

1. Support children and young people on an individual basis, working within specific elements of an assessment of needs with other professionals/agencies and in a manner which respects their dignity, promotes development of their independence and overall quality of life.
2. Working and supporting colleagues and be involved in the implementation of elements of the child/young person's care plan, liaising with staff and colleagues





from other professions and maintaining a positive relationship with the child/young person's parent/carer. It is expected that in your role visits will be made to the child/young person's own home.

3. Where required as part of the care plan assist the child/young person in all aspects of their personal care as appropriate e.g. dressing, bathing, toileting.
4. Assist children/young people to develop their social and personal skills providing encouragement and support both within the Centre and the community.
5. Provide information that contributes to the development of assessments, care plans and risk assessments by professional team members in respect of children/young people and ensure they are monitored and updated accordingly. Complete all necessary records relating to the provision of the service accurately and timely and ensure that reporting systems are followed. Ensure recording of all contacts with children, young people and their families and professionals complies with The Ark policy and procedures.
6. To support the involvement of families, Social Workers and other professional staff in the support the child/young person receives.
7. The assist with monitoring and administration of medication to children and young people and record this using agreed procedures.
8. To supervise, mentor and guide staff when appropriate
9. Complete supervision and document in line with policy and procedures
10. Respect confidentiality of children/young people and their families and ensure it is maintained accordingly.
11. Attend and participate in regular staff team meetings as part of contracted hours.
12. Ensure the Centre is appropriately maintained, thus promoting a safe working and living environment for both staff and children/young people. To complete domestic tasks each day for the smooth running of the Centre.
13. Represent The Ark and provide information in a variety of meetings including Child in Need Reviews, Looked After Reviews and Multi-agency meetings when required by managers.
14. Attend training in line with post and grading as identified in supervision. Engage in development opportunities to support the achievement of progression criteria and meet the changing needs of service provision





15. Provision of information to the Managers regarding any problems in relation to the effective provision of services.
16. Ensure individual professional standards are maintained and that the organisation/service is always represented positively.
17. Always be aware of organisational policies and procedures.
18. Comply with the responsibilities and obligations of the children's home standards and regulations 2015.
19. Any duties of a related nature, which might reasonably be required and allocated by a manager.

Safeguarding

The Ark Respite is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area. This post is subject to an Enhanced Disclosure check



Criteria and Job specification

Qualifications	Criteria	E/essential D/desirable
Level 3 or above qualifications	Level 3 Diploma in residential childcare or equivalent as stated in the Children's Home Regulations 2015	E
Experience working in Childrens residential or equivalent discipline	Significant experience of working with children and young people	E
Knowledge and experience of children with disabilities	Knowledge of SEND and Short breaks Services	E
Understanding of Children's Homes Regulations and standards	Good Practical experience of implementing regulations and standards	E
Supervisions	Experiences and qualifications of completing supervisions	D
IT skills	Good IT skills knowledge of Microsoft 365	D
Documentation Communication	Good communication skills and team working, accurate and timely documentation across setting	D