

**JOB DESCRIPTION**

**JOB TITLE: Senior Residential Worker**

**STATUS: Full time / Permanent**

**ACCOUNTABLE TO: Registered Home Manager**

***Duties & Responsibilities:***

1. To assist in the effective management and development of direct services to young people/young adults referred to the Company’s Residential Services.
2. To ensure that the policies and procedures of Young Foundations are implemented.
3. To assist the Manager and Deputy Manager in ensuring that there is an appropriate Statement of Purpose and Function in place for the Home.
4. To assist the Manager and Deputy Manager in setting and reviewing targets and objectives for the Home in order to ensure that work is focused and has clear direction.
5. To assist the Manager and Deputy Manager in providing operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled.
6. To organise, deliver and co-ordinate induction, supervision, appraisal and support of individual staff in the team, as required by the Manager.
7. To assist the Manager and Deputy Manager in the identification of the training and development needs of individual members of the team. To assist in training.
8. To assist the Manager and Deputy Manager in undertaking recruitment, health and safety and other staffing matters.
9. To ensure care plans are implemented, monitored and reviewed. To participate in the review of care plans.
10. To contribute to planning meetings and reviews as appropriate.
11. To ensure that the protection and welfare of young people is the paramount consideration of the staff team.
12. To ensure that staff understand and implement the Homes Procedures and the Local Adult Safeguarding and Child Protection Procedures.
13. To ensure that the rights of young people are effectively promoted and safeguarded.
14. To ensure the smooth running of the home in the absence of the Manager.
15. To ensure that high levels of emotional and physical care, appropriate activities, comfortable accommodation and services of key workers are planned and provided within the Home.
16. To ensure that staff in the Home work in partnership with young people and promote young people’s involvement and participation in the day to day life of the Home and their own individual care plan.
17. To liaise with staff within the Social Services Department, other Agencies, Health and Education, the Voluntary Sector and the local community.
18. To ensure that the physical state of the building is maintained to a high standard and that day-to-day repair/maintenance problems are dealt with promptly.
19. To assist the Manager to manage the budget of the home effectively.
20. To ensure that the administration tasks of the home are carried out efficiently and effectively to make best use of management and information systems.
21. To ensure that the Company’s Accounts Regulations are adhered to.
22. To be involved in the setting of standards within the home and to work with the team to continuously improve the services provided.
23. To contribute to developing quality initiatives for the home as a whole.
24. To undertake any other duties as required by the Director of Services for Young People or her authorised representative.

**NB The above list is not exhaustive and the post holder may be required to undertake additional duties, as determined by the Line Manager.**

**This job description may be amended in line with changing service requirements. In such circumstances, any amendments will be discussed with the post holder.**