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ERA CARE LIMITED

RESIDENTIAL CHILDCARE WORKER JOB DESCRIPTION

ERA Care Limited is committed to providing services that are user friendly and sensitive to the individual needs of the child/young person, local authorities and all sections of the community. It is the responsibility of all staff to work to achieve this within ERA Care's ethos of services, quality and partnership. Partnership means demonstrating a commitment to close co-operation with colleagues and joint work in partnership with our service providers.

ERA Care is an equal opportunities employer and is committed to achieving equality of opportunity in both services to the children supervised and escorted and in its employment of people. It expects all employees to understand and promote this policy in their work.

ERA Care recognises its responsibility to provide working environments in line with Health and Safety legislation and that of its staff to ensure that any matters of concern are brought to the attention of the relevant senior staff member and appropriate action is taken.

PURPOSE OF JOB

To join a team offering a comprehensive residential service to children and young people, the aim being to ensure the physical, social and emotional care and development of the young residents and the establishments.

AIMS AND OBJECTIVES OF ERA CARE

ERA Care aims to offer a caring, supportive residential environment for the young person in its care. As part of this environment, a stable and consistent framework of appropriate routines and behavioural boundaries is seen as being of paramount importance.

Many young people entering residential care, bring with them, as a result of previous learning and damaging experiences, attitudes that test and push these boundaries. Therefore it is essential that the living environment be such that it balances care with control.

It is recognised that in a positive, supportive and safe environment, staff may be able to divert a young person's energies away from destructive and inappropriate behaviour.

The aim of this approach is to help young people to an understanding of what is socially acceptable behaviour on which to base their future life in the community.

DUTIES AND RESPONSIBILITIES

- To maintain the development of positive childcare practice in keeping with the aims and objectives of ERA Care.
- To provide a safe, warm and supportive environment for the young resident.
- To carry out duties in line with ERA Care's policies and equal opportunities.
- To comply with company rules, policies and practices of the establishment and to respond to emergencies which may arise within the establishment.
- To foster and encourage, whenever appropriate contact between residents and their families.
- To promote and encourage learning by the young people accommodated with ERA Care and to work with the young people on educational activities within the programme of education devised by ERA Care tutors.
- To develop a responsible attitude with residents with regard to the fabric, furnishings, equipment, supplies and services in/or to the establishment and to support them in all domestic aspects of both their own personal space and communal areas of the establishment.
- To accompany the young people on outdoor activities when required.
- Reporting missing persons to the Police, responsible local authority and those with parental responsibility. This includes reporting missing persons returned.
- To provide and maintain high levels of cleanliness.
- To ensure that all communal areas of the establishment are clean and tidy.
- To carry out household duties, shopping, cleaning, cooking and generally ensuring the household and garden areas are maintained in a safe manner.
- This position involves some manual handling duties e.g. carrying shopping, loading and unloading washing machine.

- To maintain a regular system of recording in connection with each young person, to be involved in the implementation of care plans and to assist in the provisions of reports when required.
- To accept responsibility for monies as may be required in the carrying out of necessary duties.
- To deal with telephone enquiries obtaining as much information as possible before passing the matter to senior on duty if necessary.
- To undertake administrative duties as required e.g. (log books, daily information sheets, accident book, incident book, incident sheets, population returns etc.)
- To report all matters of concern to the senior on duty.
- To maintain case file records, including details of assessment plans, decisions, visits, and their implementation and evaluation of action with regard to the care plan.
- To be aware of fire prevention regulations and be practised in fire drills.
- To be a member of a team of residential childcare workers and be involved in the planning and organisation of the placement which is the total living environment for each young person resident.
- To participate in the general activities of the establishment and to use any personal skills you may have to maximise opportunity for each resident. To make outside contacts both individually and through various activities developed within and outside the establishment.
- To provide a positive working role model for other colleagues and the young people resident.
- To demonstrate both sensitivity and appropriate assertiveness, whilst working in a pressured environment with groups of diverse residents and staff.
- To carry out the duties of the post in a mature and responsible manner, seeking and receiving support as necessary.
- To be available on an on-call basis to cover staff at short falls and/or operational emergencies.
- To work in such other centres as may be required from time to time.
- To physically intervene if a resident's behaviour is dangerous to others or themselves, in accordance with procedural guidance of the establishment and relevant legislation.
- To undertake sleep in duties as required.

- To provide escort duties as and when requested.
- Any other duties as may be required and directed by senior staff.
- To undertake training as required.

TRAINING

- This position requires a commitment to undertake training as required for the proper and full conduct of duties.
- Training will be in the following forms:-

On the job

Attendance on various in-house and external courses and training days

Studying towards the QCF3 qualification or any other qualification as deemed necessary by ERA Care Limited or as set by Government Legislation for individuals carrying out child care.

EXPERIENCE AND QUALIFICATIONS

Due to the specialised nature of this work candidates should be able to demonstrate their understanding of the needs of adolescents, particularly those in care. A full manual driving licence is essential, and you are required to drive the young people to appointments, home visits, school, local authorities etc.

Preferred candidates will hold a childcare qualification and/or experience of youth work (e.g. young offenders, fostering). Applicants must be at least 21 years of age.

TERMS AND CONDITIONS

Annual Leave

Annual Leave entitlement for full-time employees is 14 shifts (excluding sleep-ins) per year. The leave year runs from 1st April to 31st March each year.

Rates of Pay

Please refer to ERA Care Rates of Pay document.

Hours of Work

A normal shift spans across 24½ hours as follows: start at 10.00am until 23.00pm, sleep-in from 23.00pm until 08.00am, then back on duty 8.00am until 10.30am. However, start and finish times of shifts can vary depending on the routine of the house. Days of work can vary from week to week

Sick Pay

Sick Pay is paid in accordance with statutory legislation.

No Smoking policy

Era Care operates a “No Smoking” policy.

TO APPLY

Please fully complete and return your Era Care Ltd application form and send it to:

**HR Department
Era Care Ltd
Unit G22
Allen House
The Maltings
Station Road
Sawbridgeworth
Herts
CM21 9JX**

Alternatively you can email it to: recruitment@eracare.co.uk

This job description is not an exhaustive list of all the duties and responsibilities, and is subject to change in accordance with the needs of the company. All staff are expected to demonstrate a commitment to the vision, aims and core principles of Era Care Ltd and be prepared to contribute towards these aims within their staff team.

Era Care Ltd is an equal opportunities employer.