**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

|  |  |
| --- | --- |
| Job Title: | Residential Youth Practitioner |
| Salary: | £37,035 – £39,513 (+additional pay for unsociable hours and sleep in’s where required) |
| Grade: | Grade10 scp 27-30 |
| Hours: | 74 hours across a two week rota, alternate weekends, bank holidays, sleep-ins and unsociable hours. (Shifts patterns include 9am - 5pm, 2pm – 10pm and 12-8pm and sleep in shifts 2pm-11pm and 7am -3pm) |
| Team: | Maytree House |
| Service Area: | Children’s Social Care – YPSA – Move on Homes Service |
| Primary Location: | Maytree House Didcot |
| Budget responsibility: | N/A |
| Responsible to: | Team Manager of the home |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

|  |
| --- |
| This is a brief overview of the key objectives of the job including the context within the team/department.    The Move on provision provides intensive supported housing accommodation for young people aged 16 to 18 years, working to create individual pathways for residents requiring additional support for their transition towards independent living.  Main Purpose(s) of the job:  Under the direction of the Manager   1. To be responsible for contributing to the day-to-day running of the home in accordance with all policies and procedures in order to provide the highest possible standards of emotional, social and physical care for residents and for implementing the requirements of the operational briefs. 2. To provide an integrated, considerate and planned response to the health, well-being, care and support of residents both within the move on and in the Community involving relatives, professionals and other agencies as appropriate. 3. To assist in the development of the service promoting the needs of residents through participation in Community/Residential forums and planning groups. 4. To prepare residents for independent living utilising a range of life skills coaching and development tasks 5. To provide housing management functions 6. To ensure that services are planned and delivered in a way that maximises participation towards preparing for independence and reflects young people’s rights in relation to the services being provided, and acts on the views/wishes of residents. 7. To demonstrate young people’s rights are reflected in the way that you work with residents.   Within the overall context of:   * The Supported Housing (England) Regulations 2023 * The 5 key outcomes for children and young people   + - Children Act 2004, Care Act 2014 and other relevant legislation     - The homes Statement of Purpose     - The Statement of Conduct and Behaviour with guidance for staff working in Oxfordshire’s YPSA Service.  1. The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies. 2. To act as shift lead for a 25hr period (2pm until 3pm the following day) at least once a week and have responsibility for running of the home, ensuring staff complete delegated tasks and all young people’s needs are met appropriately. 3. To lone work overnight from 10pm-9am in the home and be single point of contact for young people and responsible for coordinating responses to emergencies and safeguarding issues that may arise from young people in crisis and needing additional support. (lone working at other times may also be required) 4. To provide detailed debriefs and handovers to collegues and managers in line with the home’s procedures. 5. To support young people often with high-risk complex needs and vulnerabilities to keep themselves safe and work towards independently managing their own needs by use of positive risk taking. 6. To provide timey support and interventions for and with vulnerable young people and their families addressing safeguarding concerns including reporting young people missing and following appropriate procedures alongside emergency services. 7. To undertake reunification with young people and their families if plans support retuning to live at home. |

## Job Responsibilities

|  |
| --- |
| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.    Main Duties:   1. To work as part of a team, operating a shift pattern including weekends, evenings and bank Holidays. Sleep in as required. 2. To act as Key worker for residents within the home. 3. To assist with the control of expenditure within delegated guidelines, including Local Resource Management. 4. To maintain Health and Safety standards (eg food handling, general cleaning, hygiene, COSHH, fire policies, accident reporting, first aid etc) and participate in regular internal quality assurance inspections. 5. To ensure that accurate, regular and confidential resident records are maintained. 6. Ensure that all records and information systems are kept accurately including the inputting and updating of information on the Department’s computerised information systems. 7. To participate in operational service development, group and panel meetings as required. 8. To ensure that the physical fabric of the home is maintained to Departmental Health and Safety standards and in good decorative order and is secure. 9. To be acquainted with all guidance and instructions and to work within the Statement of Purpose for the home. 10. To assist in ensuring that an effective communication system operates which enables information to be available to colleagues on different work patterns, including a formal handover procedure. 11. To work with residents to understand housing management responsibilities in relation to rent, licence agreements adherence in preparation for independent living 12. To promote EET activities for individual residents including participation in extra-curricular activities as required in individual plans. 13. To ensure life skills support packages meet individual need and assist external colleagues working in the community to set up suitable support systems for residents and to assist in the provision of these flexible support packages, planning and preparing them for moving onto independence 14. To participate in maintaining a positive public relations image ensuring all complaints/issues are handled effectively and sensitively. 15. To operate and monitor provisions, recognising the challenging nature and high dependency level of many residents. 16. To operate within effective admission, assessment and review procedures, which include the resident, family and all other professionals. 17. To participate in the review of support packages for individual residents development and assist in moving towards independent living. 18. To encourage customer feedback from residents, either on an individual or group basis. 19. To ensure that therapeutic and/or social activities exist for residents. 20. To ensure individual residents are assessed and attend to their health needs and that provision is made to meet these. 21. To co-operate with General Practitioners and other medical professionals in maintaining health programmes for individual residents and effectively advocating the care of those requiring medical attention. 22. To ensure that the Manager/Assistant Manager are informed immediately of any safeguarding concerns or of issues that may affect the safety of a resident or the appropriate/safe operation of the home. 23. To undertake assessments in relation to risk, compatibility, wellbeing and progress including reviews and report writing for presentation at CWCF, MARAMP and other professional meetings in relation to young people. 24. To implement the use of Social learning theory, restorative approaches, and motivational interviewing in work with young people to enable the best outcomes. 25. To undertake lone working outreach in the community prior to young people coming into the home and then again moving to new accommodation to support smooth transitions and reduce any increased risk. 26. To support young people with accessing education, employment or training and attending associated meetings. 27. To act as an advocate for young people when needed to ensure their views are heard and included in any decision making including acting as an appropriate adult in cases of police involvement. 28. To support young people practically and emotionally with all areas of “life skills”, including resilience, reducing risky behaviour such as drug and alcohol use, understanding how to recognise and keep safe from child sexual exploitation and child drug exploitation, supporting them to engage in positive activity and healthy living. 29. To have additional responsibility for a specific area/role in the house to enhance the service delivery and support given to young people. 30. When undertaking the shift leader role to also be named First Aider and Fire Marshall and in the absence of a manager designated safeguarding lead for the home.   **Personal Management and Development:**   1. To take personal responsibility for contributing to own appraisal, supervision and internal development processes and procedures. 2. To accept and attend necessary induction, training, advice, instruction and deployment in order that services for young people are provided appropriately and to the highest standards with positive outcomes. 3. To demonstrate on-going commitment to personal development by undertaking developmental training, research and reading, keeping up to date with best practice and maintaining own CPD records. 4. To participate in the regular staff meetings and contribute to the consultations and discussions which take place.   The Management Team may delegate or require this position to take on specific responsibilities or roles in a specialist capacity and will ensure that appropriate opportunities exist to gain experience, training and guidance in order for them to be able to do so. These areas are discussed with individual staff in supervision and the area of responsibility is recorded – *within each team one area of additional responsibility will be allocated to an individual worker.*  Specific responsibilities and roles may include First Aider, Union Rep, Health & Safety Rep. or Fire Marshall. Responsibilities can include maintaining the COSHH folder, Purchasing and looking after the move on homes resources (computers, books, games and equipment etc.) or project work such as health liaison, EET promotion within the centre. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| **Education achievements, Qualifications, Training and Knowledge:**   * Hold a minimum level 3 qualification in a directly related field. * Proven academic ability- GCSE’s * Willingness to undertake developmental qualification training as required * Awareness of Young People’s Rights * Awareness of the Supported Accommodation Regulations 2023 * Understanding and knowledge of young people’s needs and challenges affecting independent living. * Understanding of the affects of adverse childhood experiences and trauma on young people and experience of evidence-based approaches and interventions | Application/Interview |
| Experience:  * Experience of working with young people in a related field * Working knowledge of relevant legislation and child development * Knowledge and understanding safeguarding practises. * Knowledge and understanding of the importance of young people accessing education, employment, or training opportunities * Ability to demonstrate relevant and substantial experience in supporting young people who have experience and involvement with social care health, education, youth and community work, youth offending, and those who have experienced severe trauma, exploitation, and abuse. * Experience of undertaking assessments, risk management, producing reports and use of child focused outcome measures. | Application/Interview |
| Personal qualities:  * Demonstrate motivation, commitment, flexibility, and interest in supporting young people towards independent living. * Capacity to engage young people in life skills work. * Willingness to support a team working to achieve positive outcomes for young people during this transitional phase. * Ability to support young people in distress. * Ability to work in stressful environment and support colleagues. * Ability to understand and manage unpredictability in young people’s behaviours. * Ability to provide a caring, nurturng and supportive homely enviroment * Ability and willingness to role model and undertake chores and tasks in relation to the running of a household and practical life skills. * Ability to cope with competing pressures. * Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. * Ability to advocate for and with young people. | Application/Interview |
| Special Requirements:  * Satisfactory enhanced Disclosure and Barring Service clearance. * Recruitment subject to Warner interview * Ability and willingness to take part in 24hour rota cover of the establishment including evenings, weekends and bank holidays.(waking nights as required in emergency situations * No smoking at work * Awareness of Health and Safety legislation as detailed in the job description for the position. * Competent and confident in lone working and decision making. * Car driver and ability to travel essential | Application/Interview |
| **Physical:**   * Ability to withstand/cope with any physical contact expected with this client group. * Ability to take part in physical activities with young people | Application/Interview |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

|  |  |
| --- | --- |
|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

|  |  |
| --- | --- |
|  | Other (please specify): |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.