

Job Profile

Position Details	
Post	Key Worker
Service Area	Haslemere Children's Service
Reports to	Line Manager
Grade	PO1
Job Family	Children's Services

Role Purpose
<p>Haslemere is committed to working in partnership with young people, their families, commissioners and others to provide a specialist, person centered and outcomes focused service for children and young people with complex needs.</p> <p>All staff are expected to</p> <ul style="list-style-type: none">• Work in the context of our AMBIT model• Work to develop abilities for children and young people to achieve the Borough's ambition• Recognise the positive abilities of service users and support our shared belief in lifelong learning <p>Adhere to the Code of Conduct showing a high degree of professionalism, resilience and a willingness to remain committed during particularly demanding times.</p>

Main Responsibilities
<ol style="list-style-type: none">1. Specifically take account of the choices, needs and wishes of each young person involving and promoting young people in their own plans and day to day care and decisions. Ensuring service user needs are always considered, taking into considerations their complex needs and challenging behaviours2. In collaboration with young people, members of the staff team assess, plan, implement and evaluate individual plans in order to enhance and maximize the capabilities and independence of the service users and participate in reviews when required.3. Take personal responsibility for learning about each young person and the way issues have affected them; by listening to the young people and for reflecting on your own practices in supervision to continuously develop your own knowledge and skills4. Take responsibility to develop skills in trauma informed practice.5. Always maintain young people's and Haringey council's confidentiality6. Be available to cover leave as required7. Ensure communication with young people is appropriate and relevant to the individual and be committed to supporting the young person to develop their communication skills.

8. As far as possible ensure that the young people and their families are informed and involved about aspects of their life within the home and local community.
9. Develop person centered working relationships with young people carrying out key working / shift lead responsibilities in a professional manner and to deputise in the absence of a senior if required.
10. Undertake duties such as laundry, shopping, cleaning and cooking and include young people in these tasks as appropriate
11. Maintain records of incidents, accidents and near misses for young people and employees in accordance with Haslemere's policies and procedures.
12. Undertake driving duties if required by team leaders to support the young people access their local community
13. Ensure the personal belongings of young people are treated with respect
14. Where relevant and following referral to support young people through the transition and assist them to settle in their new homes and to assess their skills and needs as appropriate

15. Assisting them to develop and maintain a high standard of personal hygiene and appearance
16. Support them to make appropriate choices regarding their nutritional needs
17. To order store and administer medication in accordance with the needs of the young people and ensure compliance with Haslemere's medication policy
18. Accompany young people to the dentist, doctor, hairdresser and other appropriate appointments
19. Report to managers any concerns regarding the young people's welfare including health and safety issues and or safeguarding concerns and ensuring the young people environment is safe and responsive to individual needs
20. To monitor the health and wellbeing of the young people in liaison with other relevant professionals and keep accurate records of their care
21. Supporting young people with their basic care needs such as bathing, dressing, shaving, and assisting them to learn self-care with direct support where required
22. Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home in accordance with the young people's individual interests, choices, needs and care support plans.
23. Escort young people on trips and holidays away when required
24. Ensuring the home environment is secure, clean and well-presented undertaking domestic chores and relevant checks as necessary.
25. To manage petty cash and young people money within the Haselmere financial procedures and complete the records and returns in a timely manner and submit to the Registered Manager
26. Adhere to all safeguarding requirements and attend all directed training
27. Use the Positive Intervention system to support young people to manage their own challenging behaviours in accordance with you peoples support plans
28. Attend and participate in all meetings and training as required including supervision, appraisals, team meetings and young people reviews.
29. Working with managers to identify service improvements and to create a learning environment

30. Working as part of the Haselmere team and actively promoting a team ethos. This will include supporting colleagues to manage challenging behaviours and promoting nondiscriminatory practices and a harmonious working environment
31. Produce written reports as directed
32. Assist in the induction and training of new staff as required

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Working, personal or voluntary knowledge in the care and support field	E
Knowledge of ASC	E
GCSE Maths, English grade D and above	E
Flexibility in relation to the needs of the duty rota and availability to work day, weekends and sleeps in	E
Evidence of commitment to continuous learning	E
Recognition of people having different ways of communicating	E
Evidence of successful team working	E
Evidence of ability to work on own initiative and to be proactive	E
Good understanding of diversity and working with difference	E
Knowledge of systems that promote communications	D
Health and Social care NVQ qualification level 2 and above and willingness to complete level 3 NVQ Childcare training	D
Previous experience of working in a residential setting	D