

JOB DESCRIPTION

Job Title: Senior Residential Care Officer

Responsible To: Manager

You will be responsible for:

Supporting the manager to deliver high quality care and support the development of the children and young people by ensuring outcomes are achieved.

In particular, you will need to:

- Work alongside the manager and staff team to support the children and young people to reach their full potential
- Work with the children and young people, professionals, families and teams to ensure best outcomes
- Undertake personal care tasks
- Respond to emergency calls appropriately
- Lead, organise and supervise the staff team in their daily duties.
- Complete, observe and review care plans for children & young people, and complete daily recording as instructed and in line with policies and procedures

To achieve these outcomes you must:

- Have experience and knowledge of working with children and young people
- Hold a suitable qualification, e.g Diploma level 3
- Have excellent organisational and communication skills - both verbal and written
- Work professionally with the manager, colleagues, volunteers and external stakeholders at all times
- Have access to a car for business use

Every employee of St Cuthbert's Care must:

- Ensure all work is carried out in accordance with Charity policies and procedures
- Attend staff meetings as and when required
- Attend all training required
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy
- Work flexibly to meet the needs of the service
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.