

## **JOB DESCRIPTION**

**Job Title: Residential Care Officer**

**Responsible To: Manager**

**You will be responsible for:**

Providing high quality care to 'looked after children' in a residential setting.

You will work in ways that enable children and young people to achieve in all areas of life.

**In particular, you will need to:**

- Act in a professional manner at all times
- Complete all appropriate documentation as required by the Charity
- Safeguard individuals from all forms of abuse (physical, emotional, sexual, financial or otherwise)
- Ensure child's welfare, safety and needs are at the centre of care provided.
- Report any concerns about a young person or work colleague
- Support children and young people to maintain a healthy lifestyle by advising, educating and promoting positive choices.
- Administer or support to self-administer, prescribed medication in line with policy.
- Assist in the practical running of the home and the preparation of nutritious meals for the children & young people
- Be proactive and support colleagues when dealing with difficult situations, ensuring any challenging behaviour is dealt with effectively and without injury to child, self and others.

**To achieve these outcomes you must:**

- Complete relevant training as required to meet the needs of the service
- Ensure all work is carried out in accordance with Charity policies and procedures
- Hold or be willing to obtain a suitable relevant qualification
- Work professionally with managers, colleagues and external stakeholders.
- Have good communication skills both written and verbal

**Every employee of St Cuthbert's Care must:**

- 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.