

SOUTHERN ADOLESCENT CARE SERVICES

## SUMMARY OF EMPLOYMENT

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<b>Position:</b>	Child Care Officer
<b>Responsible to:</b>	Team Leader/Care Manager

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This sheet is designed to give you some basic information about the post and the organisation, this does not form any part of a contract of employment.

### Hours

Total hours per week are usually 40 plus 2 standbys. At the end of a shift, the outgoing member of staff stays for a half hour handover session with the incoming staff member, allowance is made for this in the salary figure.

### Salary

The salary range for this post is £16,016 to £18,000 depending on experience and qualification. Salaries are reviewed on a cost of living basis annually at the beginning of our financial year (January). Payment is by transfer direct to a bank or building society account on the last day of the month.

### Minimum Age

Due to the nature of work involved, there is a requirement to have a minimum four year gap between the age of the young people and the staff. As we can accommodate young people up to their eighteenth birthday, the minimum age requirement for this position is 21 years.

### Annual leave

Holiday entitlement is 4 working weeks per year. Three weeks of holiday must be taken as blocks of a week minimum and the fourth can be split as necessary, this is to minimise disruption to shift patterns.

This constitutes a brief summary of the terms. Any questions arising from this can be addressed at interview or by contacting the Southern Adolescent Care Services' office on 01293 550140 or by E-mail - [Tracey@southernadolescentcare.co.uk](mailto:Tracey@southernadolescentcare.co.uk)

## **Pension scheme**

SACS pension scheme is contributory and conducted in line with the stakeholder pension scheme. Levels of contribution and style of scheme is arranged by individual consultation with our financial service providers.

## **Supervision**

It is a requirement of your job to attend supervision. All members of staff are expected to attend supervision for one hour every fortnight. It is the employee's responsibility to check the rota displayed on the home's noticeboard and to make a note of the time and date of your session.

## **Meetings**

Staff meetings are held on a regular basis in the home. These meetings give the essential forum for communication with all those people who work within your home. All staff are expected to attend with apologies given for absence due to holiday, sick, etc.

## **Development and Support**

SACS recognises the importance of investment in staff and operates in-house and contracted training including Basic care practices, first aid, health and hygiene, drugs awareness and NVQ level III, for all care staff, to maintain standards of service. Training accounts are allocated for all staff, and funds are allocated for training needs identified via supervision and appraisals. Training achievements are recognised in pay increment awards.

## **Sickness**

Sick pay is paid in accordance with statutory sick pay and is calculated at the time of absence according to your average hours per week.

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## PERSON SPECIFICATION

<p><b>Job Title</b></p> <p>Child Care Officer</p>
<p><b>Aims and Objectives</b></p> <p>To fill a role working as part of a small team providing high quality residential care according to systems and procedures developed and in use by Southern Adolescent Care Services, under the guidance of the Team Leader and Registered Manager.</p>
<p><b>Residents in the Home</b></p> <p>Up to four adolescents aged between 12 and 17 years. The home provides for both male and female residents although not necessarily at the same time. The residents will often be from abusive backgrounds, and/or will be abusive themselves. Most young people accommodated in the home will also have had a disrupted education and will exhibit challenging behaviour and will often be poorly adjusted for their age or the requirements placed upon them.</p>
<p><b>Typical Issues faced by Job Holder</b></p> <p>Dealing with challenging behaviour (verbally abusive, possibly threatening behaviour). Requirement for positive role modelling at all times and maintaining a consistency of approach. Dealing with constantly changing guidelines, procedures, etc., that are being presented by National Care Standards. Develop a functional approach in young people who are likely to have been rejected or have serious issues in coming to terms with their behaviour.</p>
<p><b>Training Provided</b></p> <p>Our foundation standards based CWDC guidelines; internal policies and procedures; NVQ 3 on an equal opportunities application basis; CIEH Basic Food Hygiene; St Johns First Aid; a progressive personal development plan determined by appraisal for each staff member.</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Basic English and Maths	Formal qualification in the field of residential care of adolescents
<b>Knowledge</b>	Issues facing young people both in care and leaving care	Knowledge of residential care settings and current practice.
<b>Experience</b>	A desire to work in the field of residential care with adolescents.	Experience working with the young people as described in 'Residents in the Home'
<b>Key Skills</b>	Good written and oral communication skills Ability to motivate others	Organisation skills Time Management
<b>Personal Attributes</b>	Reliable Communicative Flexible Adaptable Relate well to both young people and staff Non-judgemental	

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