

# Working With Us



## Residential Care Worker

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## **Welcome to Landsker Child Care**

Are you a caring, sensitive person who wants to work with children?

Do you want a rewarding but challenging job?

Do you want to solve problems every day?

Do you want to be part of a team that changes the lives of children for the better?

Do you want to work for the most successful child care organisation in Wales?

If the answers are 'Yes' then this may just be the opportunity you've been waiting for. Welcome to Landsker Child Care.



This booklet is intended as a guide to provide you with information about our company and the services that we offer. It also outlines some of the basic terms and conditions. We hope you will be as excited about working for us as we are about working with you.

Enclosed is the following information:

- Company Profile
- Core Components of our Service
- Job Description
- Pay
- Training
- Rota Pattern

The application form is to be filled out and returned if you are interested in an interview.

The selection process consists of two stages.

**Stage 1      Formal interview (45 minutes)**

If you are successful at stage 1 you will be invited back for stage 2.

**Stage 2      Trial day (Typically between 3pm and 9pm)**

This provides you with the opportunity to visit at least one of our homes to meet existing staff and young people.

At this stage a decision will be made as to an offer of employment.

## **Company Profile**

Landsker Child Care was established in 2000 by a core of experienced and dedicated staff with a long history of working within the residential setting. We look after 10 – 18 year old children who are looked after by local authorities and who present a wide range of difficult and challenging behaviours. We provide three services:

### **Residential Children's Homes :**

Landsker Child Care believes that those children and young people who require residential care deserve to be looked after and helped as much as any other child, perhaps even more. They deserve to be educated and have opportunities that are life enhancing experiences. They deserve to be valued and looked after. They deserve to enjoy their childhood.....



Our children's homes represent all that residential care should be. Warm, comfortable family homes where children feel welcome, valued and cared for. With no more than 4 children at any one home we base much of the daily structure and routine on what 'normal' families do, for example eating together, helping with chores, school and relaxation. With staffing levels set at 1:1 we ensure each child has time to focus on their individual lives as well as enjoying the busy 'family' lifestyle brings.

We currently operate five registered children's homes across Pembrokeshire, Neath, Port Talbot and Bridgend. They are three and four bedded homes in rural locations offering 16 places. These have

received 'perfect' CSSIW Inspection reports and have an extremely high success rate in terms of achieving positive outcomes for our children. The homes are based on 'normal' family homes in terms of decoration, furniture, layout and size. We eat together, play together and live together.

**Outreach Support :**

Flexible and individual support placed around young people who are experiencing placement difficulties. We work within family and foster placements to prevent placement breakdown, within schools to avert exclusion and with post residential placements to ensure positive progress.



Outreach Support provides real solutions to the real problems faced by children and young people who are, or have been, in the care system. We know that children and young people often need help, support and guidance even if they aren't in residential care.

Our extensive knowledge and experience of young people in the LAC system has enabled us to develop this highly flexible and individual-specific service. Designated outreach workers work with the young person and those around them to identify and solve the problems affecting them. The aim of this work is to prevent placement breakdown and ensure the long term future of the placement. The Outreach Support service is available within the following settings:

- Foster placements
- Family placements
- Mainstream or specialist education
- Living independently

## **Landsker Education :**

Fully registered Independent school providing a full GCSE and ASDAN curriculum. We have received full SEN approved status; only the second independent school in Wales to be awarded this. Excellent links with mainstream schools, Careers Wales and work experience placements that provide opportunities to progress and experience a wide spectrum of social and educational situations. We provide on site schooling to the children in specially designated school rooms.



Some of our children are educated in mainstream schools. We provide support and assistance depending on the needs of the child.



## **Job Description**

**Job Title :** Residential Care Worker

**Responsible to :** Director

**Reports to :** Manager

### **General description of duties**

To provide residential care services for young people within clear policies and procedures. To work within care plan guidelines as agreed with the local authority and to ensure that young people are at all times safe and looked after in a caring environment.

### **Main areas of responsibility**

1. Work within agreed policies and procedures. Report any shortfalls to line manager, particularly health & safety concerns and appropriate management of care plans and incidents relating to young people.
2. To work with the rest of the team in developing a consistent approach to care within the home. Accepting of professional boundaries and the role of the manager and registered provider in having final responsibility for decision making within the home.
3. Contribute to a full record keeping system on a daily basis, as is laid out in the policies and procedures. To attend all team meetings as appropriate.
4. Work in a way, which contributes to the health, safety, welfare and general wellbeing of young people. Ensure awareness of relevant safety procedures including risk assessments and fire procedures. Maintain good practise with regard to HIV / Aids awareness. Promote healthy lifestyles for young people within care plan guidelines.

5. Act as a facilitator of care for young people. Endeavour to develop a close, nurturing relationship with them. Act as their advocate in all aspects of care both within and outside the project.
6. Act as a positive, law abiding role model for young people. Ensure that personal conduct is appropriate, for example no swearing, drinking alcohol or smoking whilst at work.
7. Work closely with teaching staff, undertaking joint planning, helping to liaise with outside educational agencies, schools etc.
8. Undertake sleep in duties as required on a rotational basis.
9. Contribute to a full therapeutic service for young people, providing appropriate levels of activity and stimulation.
10. Liaise with outside agencies as required in a professional and proactive manner at all times.
11. Undertake keyworker duties when required in line with agreed policies and procedures.
12. Participate in the development of good relationships with the local community with the aim of integrating the project and young people within the community as far as possible.
13. Ensure an awareness of all relevant legislation, particularly the National Minimum Standards for Children's Homes 2002, Children Act 1989, Children's Homes (Wales) Regulations 2001 and Adventure Activities Licensing Act 1996.
14. Maintain confidentiality as appropriate within agreed policies and procedures.
15. Maintain a commitment to own training needs and participate in training programmes as agreed in own personal development programme.
16. Undertake regular supervision and be reflective in own practice.
17. Maintain high standards of hygiene and cleanliness whilst at work, as well as contributing to the maintenance and upkeep of all properties and gardens.
18. All staff are to satisfactorily complete the six months probationary period, at the conclusion of which you will be required to register with the Care Council for Wales.

This job description is not comprehensive and reflects only the main areas of responsibility. The post holder is expected to adopt a flexible approach and take on other duties from time to time.

The hours of work are 2028 hours per year. This is based on a rota pattern that includes sleep ins. You are expected to attend team meetings, training and do some additional shifts to make up the total hours required.

This job description is subject to regular review.

All contracts of employment are with Landsker Child Care Ltd.

Updated September 2011



## **Pay Structure**

- Child care allowances are available for pre school children who are attending nursery.
- Holiday allowance amounts to 226.2 hours per year.
- Union membership is actively encouraged and information will be handed out during induction.
- We operate a stakeholder pension scheme that you can join or transfer to.
- We provide information on accident insurance cover.
- We offer to pay half the gym membership fee with either Pembrokeshire County Council or Neath/Port Talbot Council.
- Sick pay is SSP.
- All other Paternity / Maternity rights etc are respected and adhered to fully.
- Sleep ins are paid at £50.00
- Bank holidays are paid at 1.5. This is to cover the whole 16 hours of the actual bank holiday. The period of the sleep in will be paid at 1.5 times the normal rate of £50. (£75.00)

## **Staffing**

All applicants are required to undergo a Criminal Records Bureau check which involves a full disclosure of any previous offending history.

A proactive Supervision and Appraisal system is in place to monitor and develop staff. Probationary period lasts for a minimum of six months during which staff are supervised twice a month, then monthly thereafter.

All staff are required to register with the Care Council for Wales at the conclusion of their probationary period. Landsker Child Care will undertake checks with the Care Council for Wales with regard to previous social care employment.

We are an Equal Opportunities employer.

### RCW Pay Scale

|        |         |                |
|--------|---------|----------------|
| Start  | £12,400 |                |
| Year 1 | £13,420 | Rise of £1,020 |
| Year 2 | £14,920 | Rise of £1,500 |
| Year 3 | £15,920 | Rise of £1,000 |
| Year 4 | £16,920 | Rise of £1,000 |
| Year 5 | £17,920 | Rise of £1,000 |
| Year 6 | £18,920 | Rise of £1,000 |

RCW Pay Scale £12,400 - £18,920

On appointment to Senior RCW there will be an immediate increment of two points on the pay scale i.e. £14,920 to £16,920 which will be followed by a further increment of one point on annual pay review (start date).

### Senior RCW pay scale continues

|         |                |
|---------|----------------|
| £19,920 | Rise of £1,000 |
| £20,920 | Rise of £1,000 |
| £21,920 | Rise of £1,000 |
| £22,920 | Rise of £1,000 |

Senior RCW pay Scale £14,920 - £22,920



## **Training**

We are very committed to the training and development of all of our colleagues. Landsker Training is registered with City & Guilds as an awarding centre for Diploma Levels 3 & 5 in Health & Social Care.

Time spent on training is paid for.

We have a very thorough Induction package which will guide any new member of staff through their first 6 months of employment. Each new applicant will be fully supported by their individual Home Manager. We have a Training Manager and Assistant who co ordinate and deliver all courses.

On successful completion of your probationary period you will be registered on the Diploma Level 3 in Health & Social Care. All managers in each house are qualified assessors so there is very easy access to support.

Induction training includes the following courses:

Safe holding and Crisis Intervention  
Child Protection  
Statement of Purpose & Function  
Philosophy  
Fire Safety  
Basic Food Hygiene  
Emergency First Aid  
Health & Safety

Core training is provided concurrently and is comprised of ½ day or 1 day short courses that run at least every month. These are :

Child Protection  
ADHD  
Attachment Disorders  
Children Act 1989 & Care Standards Act 2000  
HIV Aids  
Self Harm  
Assertiveness  
Life Story Work  
Keyworker Roles  
Drugs Awareness  
Outdoor Education  
Mental Health  
Paperwork  
Appropriate Adult  
Child Development  
Equal Opportunities  
Medicines  
Complaints & Representations

## Rota Pattern

Below are examples of the two rota patterns that we run in our homes. Depending on which home you are recruited for will determine which pattern you will work.

|                  |              |  |
|------------------|--------------|--|
| <b>Monday</b>    | <b>Night</b> | <b>5 pm to midnight<br/>Sleep in<br/>8am to 9.15</b> |
| <b>Tuesday</b>   | <b>Night</b> | <b>5 pm to midnight<br/>Sleep in<br/>8am to 9.15</b> |
| <b>Wednesday</b> | <b>Night</b> | <b>5 pm to midnight<br/>Sleep in</b>                 |
| <b>Thursday</b>  | <b>Day</b>   | <b>8am to 5.15 pm</b>                                |
| <b>Friday</b>    | <b>Day</b>   | <b>9 to 5.15</b>                                     |
| <b>Saturday</b>  | <b>Day</b>   | <b>9 to 5.15</b>                                     |
| <b>Sunday</b>    | <b>Off</b>   |  |
| <b>Monday</b>    | <b>Off</b>   |  |
| <b>Tuesday</b>   | <b>Off</b>   |  |
| <b>Wednesday</b> | <b>Night</b> | <b>5 pm to midnight<br/>Sleep in<br/>8am to 9.15</b> |

## Rota Pattern

|                  |              |                                      |
|------------------|--------------|--------------------------------------|
| <b>Monday</b>    | <b>Night</b> | <b>1700 to midnight<br/>Sleep in</b> |
| <b>Tuesday</b>   | <b>Day</b>   | <b>0800 to 1715 pm</b>               |
| <b>Wednesday</b> | <b>Night</b> | <b>1700 to midnight<br/>Sleep in</b> |
| <b>Thursday</b>  | <b>Day</b>   | <b>0800 to 1715 pm</b>               |
| <b>Friday</b>    | <b>Night</b> | <b>1700 to midnight<br/>Sleep in</b> |
| <b>Saturday</b>  | <b>Day</b>   | <b>0800 to 1715 pm</b>               |
| <b>Sunday</b>    | <b>Off</b>   |                                      |
| <b>Monday</b>    | <b>Off</b>   |                                      |
| <b>Tuesday</b>   | <b>Off</b>   |                                      |
| <b>Wednesday</b> | <b>Night</b> | <b>1700 to midnight<br/>Sleep in</b> |

**For further information please contact:**

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