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## **Job Description and Person Specification**

**Job Title: Child Care Worker**

**Accountable to: Team Leader**

**This post will be based at Marydale Lodge Secure Unit, St Catherine's Centre**

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### **Nugent**

The origins of Nugent date back to the 1800's and the pioneering work of Father James Nugent (1822-1905) in relation to child welfare, relief from poverty and social reform. The work of Father Nugent had a dramatic impact on the lives of thousands of vulnerable people and his work continues to this day through Nugent. We are the social welfare arm of the Catholic Archdiocese of Liverpool.

Today, Nugent offers a diverse range of support to adults and children in Merseyside through our schools, care homes, community and social work services and social enterprise. As a health and social care provider, we work at the heart of some of the most vulnerable and disadvantaged communities. We strive, not only to provide the best possible service to individuals and their families in these areas, but to generate interest, awareness and an understanding of the issues they face and the impact of this on our wider communities.

Nugent supports on average 6,000 people each year. We are a major employer in the area, employing 650 staff and supporting 350 volunteers. We courageously advocate on issues of justice and fairness.

#### **Our Mission:**

- To care, educate, protect and inspire those in need.
- To be an employer of choice.
- To be an advocate: A voice for the voiceless.

#### **Vision:**

- Our vision is to be an entirely dignified & outstanding organisation by 2020.

#### **Our Values:**

- Integrity, Ambition, Courage, Compassion, Optimism, Respect and Dignity.

Nugent celebrates diversity in our organisation and in society as a whole and is an equal opportunities employer welcoming all people with a positive view of age, caring responsibilities, gender, disability, racial origin, religion, sexual orientation or socio-economic background.

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### **MARYDALE LODGE**

Marydale Lodge provides care and education to young people from the age of 10 to 17. It is a 2x6 bedded facility and all young people are educated on site by our team of Teachers and Classroom

Assistants. The unit accommodates young people whose behaviour has placed themselves or others at significant risk and by doing so, they fit criteria for a Section 25 Welfare Order (CA 1995)

## **THE WORKING DAY**

We provide 24 hour care in the form of 3 main shifts: 0700 -1500, 1430-2230 and 2200-0700. Specific timings may vary depending on the needs of the young people. The post also requires sleep-in duties

## **OVERALL PURPOSE OF THE POST:**

To work as part of a staff team, on a 24 hour rota, working with children and young people in a secure children's home

To assist the Leadership Team in ensuring all aspects of the Children's Homes Regulations including the Quality Standards are implemented and adhered to

## **MAIN DUTIES AND AREAS OF RESPONSIBILITY**

To promote good childcare practice through the provision of a secure and caring environment for the children in accordance with the Unit's Statement of Purpose and Function

To assist in devising and implementing individual care programmes in accordance with the philosophy of the Unit and to undertake a key working role to individual young people. This will require an awareness of the needs of young people including physical, emotional, spiritual, intellectual, social and cultural.

To maintain close working relationships with on -site Care Team, Education Department and Health Colleagues.

To work with families/substitute families of young people and all relevant external agencies

To develop positive relationships with young people and interact in a way that promotes self-esteem and confidence and contributes to a positive child friendly atmosphere in the Unit.

To support young people to accomplish their daily routines. This may include light household duties and preparation of light snacks

To arrange and engage in purposeful activities with young people both on and off site

To administer medication to young people in accordance with the Unit's policies and procedures

To undertake escort duties to medical appointments/ police station/Court etc. when required to do so

To undertake escorted mobilities both on and off site with young people

To implement Missing From Care Protocol if required

To action all risk assessment/management strategies with regards to individual young people. This will include the use of distraction and diffusion techniques; and an ability to physically intervene in order to maintain the safety of young people and others

To maintain regular observations of young people in strict adherence to unit policies and procedure

To be aware of and adhere to the Unit's policies and procedures; and to be particularly vigilant in relation to safety and security requirements within a secure children's home. This will include safekeeping of keys, personal protection equipment and a willingness to be monitored by CCTV

To undertake personal searches of young people in strict adherence to unit policy & procedure

To undertake building security checks in strict adherence to unit policies and procedures

To be aware of and comply with Nugent policy of Health and Safety at work which includes fire safety precautions

To complete accurately and contemporaneously all relevant records and young people's files and logs in accordance with Statutory requirements, Nugent and Unit policies

To take shift leader responsibility on a rotational basis

To be prepared (in the event of staff being late, delayed or who have reported sick) to remain at post until relieved, even though this would mean remaining on duty after normal finishing times

To be familiar with managerial structure and maintain regular communication regarding the care of young people. This includes communication with Duty Officers and on-call Managers.

To be prepared to deal with enquiries from within the local community regarding young people and to deal with these enquiries with courtesy, sensitivity and confidentiality

To encourage and assist all staff to take responsibility in such a way that decisions are taken at as low a level of line management consistent with good child care practices, Nugent policies and legal requirements

To ensuring that anti-discriminatory and anti-oppressive practices are maintained throughout Nugent

To be part of the staff team – to participate in training, to attend staff meetings and to assist with home functions including administration duties

To take personal responsibility for and show commitment to one's own professional development and training including mandatory and PRICE training

## **PROFESSIONAL TASKS AND DEVELOPMENT**

- Keeping records as required by the Head/Deputy.
- Contributing to written reports as required.
- Taking and passing on accurate messages appropriately.
- Sharing confidential information as appropriate.
- Attending general staff meetings and contributing appropriately.
- Keeping Head of Home informed regarding all aspects of tasks and responding as directed.
- To engage in personal development and undertake and complete training in NVQ which is appropriate to the position.

## **ADDITIONAL DUTIES**

It is the nature of the work of Nugent, Liverpool that tasks and responsibilities are, in many circumstances, unpredictable and varied and may include weekend and evening working. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

## **NUGENT AND FUNDRAISING**

Nugent is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent are expected to behave in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

## **EQUALITIES**

Nugent affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent will ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

## **INFORMATION GOVERNANCE & CODE OF CONFIDENTIALITY**

The Information Governance standards outline how employees must deal with personal information about employees, service users, corporate and finance information. It is a requirement that all Nugent employees', in the course of their work treat such personal data confidentially and comply with Nugent's confidentiality policies. A failure to comply with Information Governance standards may result in disciplinary

## **BASIC PRINCIPLES**

The post holder is expected to be familiar with and work within the Basic Principles of Nugent. He/she must be prepared to operate within a Catholic Agency, while ensuring that people of other denominations and religions have their spiritual needs met.

## **CONDITIONS OF SERVICE**

The Conditions of Service are set out in the Nugent Handbook.

Nugent has a probationary period of up to nine months. A probationary appraisal will take place at six months with an initial performance review at the three month stage.

## **PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Child Care Worker</b>
<b>ESTABLISHMENT</b>	Marydale Lodge, St Catherine's Centre
<b>QUALIFICATIONS</b>	<p><b><u>Essential</u></b> Education to GCSE or equivalent standard Level 3 Diploma for the Children and Young People's Workforce (or equivalent) OR willingness to undertake</p> <p><b><u>Desirable</u></b> Recognised Social Work Qualification Relevant Education or Childcare Qualification</p> <p><b><u>Assessment</u></b> Application Form and Production of Original Certificates</p>
<b>EXPERIENCE</b>	<p><b><u>Essential</u></b> Previous experience of working with young people who present with complex needs and challenging/high risk behaviours.</p> <p><b><u>Desirable</u></b> Previous experience of working in a secure unit or similar working environment.</p> <p><b><u>Assessment</u></b> Application Form and Interview</p>
<b>SKILLS</b>	<p><b><u>Essential</u></b> Ability to demonstrate a commitment to support and care for vulnerable and traumatised young people Ability to engage in good child care practice Ability to work under extreme pressure Ability to work within a highly regulated and restricted working environment Ability to recognise and set limits of behaviour and provide controls to traumatised and vulnerable young people. Ability to handle emotional and physical conflict. Ability to respond quickly and appropriately to crisis situations Ability to use initiative Ability to work as part of a team. Ability to challenge staff practise and ideas Ability to keep records and write reports. Oral and written communication skills appropriate to the needs of the children and the staff group. Good organisational and time management skills. Listening and counselling skills</p>

**Desirable**

Ability to contribute to policies and decision-making process

Counselling Skills

Previous Experience of Physical Intervention

**Assessment**

Application Form, Interview and Assessment

**KNOWLEDGE**

**Essential**

Understanding of the needs of children and young people

Understanding the stages of child

Development, attachment and impact of trauma

**Desirable**

Some understanding of relevant Child Care Legislation E.G. Quality Standards

Health and Safety Procedures,

Safeguarding Procedures

Equality Act

**Assessment**

Application Form, Interview and Assessment

**PERSONAL QUALITIES**

**Essential**

Resilience (Emotional & physical)

Sense of Humour

Adaptability,

Flexibility.

Self -reflection

**Desirable**

Solution -focused

A current and full UK Driving Licence

**Assessment**

Application Form, Interview and Assessment