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## **Job Description and Person Specification**

**Job Title: Child Care Worker**

**Accountable to: Care Manager**

**This post based at: St Catherine's Centre, St Helens**

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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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### **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 residential unit

To assist the Registered Manager, Care Managers and Senior CCW's in the development and implementation of Care Plans.

To assist the Registered Manager, Care Managers and Senior CCW's in the running of the House as required

To provide waking supervision throughout the night of a group of young people in a residential House

To provide simple medical and physical assistance to the young people and to call assistance if needed.

To record in a log, details of incidents etc as required by the Registered Manager /Principal

### **Main duties and Areas of responsibility**

Promoting good childcare practice through the provision of a secure and caring environment for the children in accordance with the Home's philosophy

Assisting in devising and implementing individual care programmes in accordance with the philosophy of the home and to undertake a key working role to individual children and young people

Working together with the Senior Child Care Worker and Care Manager, with families and substitute families of children and young people referred and with other professionals

Being aware of and responding to the needs of children and young people – physical, emotional, spiritual, intellectual, social and cultural needs

Encouraging and assisting 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 Care policies and legal requirements

Ensuring that anti-discriminatory and anti-oppressive practices are maintained throughout Nugent

To foster positive relationships with children and young people and interact in a way that promotes self-esteem and confidence

To ensure the security of the House during the sleeping hours.

To ensure that all windows and doors are secure on the commencement of duty

To welcome young people into the home when they return and respond to any needs they may have

To action all risk assessment strategies with regards to individual children and young people

To implement the Missing From Care protocol as required

To undertake light household duties as required

To be prepared to specifically contribute to a young person's placement plan where appropriate and as directed by the Registered Manager /Principal

To contribute to a positive child friendly atmosphere in the home

To be prepared to take responsibility for giving early morning calls to young people as required.

To be prepared to make light snacks for young people on occasions as appropriate

To ensure that all young people are present, in their allocated places and safe and well

To be prepared to issue bed linen to young people as required

To undertake escort duties to hospital, police station etc when required to do so

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 be prepared to issue medication to young people as required

To be aware that a Duty Officer/On Call Manager is on call at all times and to be prepared to report all serious incidents which occur during the period at any time

In case of fire to sound the Fire Alarm, telephone the Fire Brigade and assist in the evacuation of the building. To be on hand to give the correct number of young people if required and the location of the fire

To ensure that no unauthorised persons enter the building during the period of duty

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 in duty after normal finishing times

To be alert and observant with regards to the well-being of the young people and to possess and use practical skills when the need arises

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

Being familiar with and complying with Nugent Care's policy of Health and Safety at work which includes fire safety precautions

Participating in the sleep in system as required by the Registered Manager/Principal

#### Administrative Tasks

Completing accurately and contemporaneously all relevant records and children's files and logs in accordance with Nugent Care and Home policies

Providing reports for and participating in case conferences and reviews, as requested.

To ensure a written record is kept of times of inspection tours and incidents occurring

To answer the telephone and record all messages

To ensure that all record books are signed by the visiting Duty Officer

To complete all records as required under the Children's Homes regulations

#### **Additional Duties**

Additional duties as and when required. The role may include evening and weekend working.

#### **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 action.

## **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.

## **PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Child Care Worker</b>
<b>ESTABLISHMENT</b>	St Catherine's Centre
<b>QUALIFICATIONS</b>	<p><u>Essential</u> 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><u>Desirable</u> Recognised Social Work Qualification Relevant Education or Childcare Qualification</p> <p><u>Assessment</u> Application Form and Production of Original Certificates</p>
<b>EXPERIENCE</b>	<p><u>Essential</u> Some previous contact with young people (particularly those with a history of challenging behaviour) in family situations or school or children's residential establishments or in voluntary activities with young groups</p>
<b>SKILLS</b>	<p><u>Essential</u> Ability to recognise and set limits of behaviour and provide controls to emotionally and behaviourally disturbed children. Listening and counselling skills. Ability to handle conflict. Ability to use initiative Ability to work as part of a team. Oral and written communication skills appropriate to the needs of the children and the staff group. Ability to have good organisational and time management skills. Ability to keep records and write reports. Ability to engage in good child care practice. Ability to challenge children constructively. Ability to challenge staff practise and ideas</p> <p><u>Desirable</u> Ability to contribute to policies and decision making process Counselling Skills</p>

Assessment

Application Form and Interview

**KNOWLEDGE**

Essential

Understanding of the needs of children and young people

Understanding the stages of child development

Desirable

Some understanding of Health and Safety Procedures, Restraint issues, the law, Anti Discriminatory Care Practices, Allegations and Complaint procedure

Assessment

Pre-visit, interview and references

**PERSONAL QUALITIES**

Essential

Resilience

Sense of Humour

Adaptability

Flexibility

Ability to work independently

Desirable

Practical and Adaptable approach to problem solving

A current and full UK Driving Licence

Assessment

Interview