

Colden Care: POSITION PROFILE

Social Care Leader

Position:	Social Care Leader
Location:	Carlow
Immediate Supervisor:	Centre Manager

Job Function:	<p>To work as part of a care team to ensure the best possible outcomes for the young people in our care.</p> <p>To assist the Centre Manager in the day-to-day running of the residential home, by supporting a team of staff to deliver care to the young people placed in the house.</p> <p>To promote teamwork and take responsibility with the Centre Manager for the effective administration of the house.</p> <p>The Social Care Leader will also be responsible for co-ordinating the shift when on duty and for the management of staff under his/her supervision.</p>
Essential Qualifications:	<p>Candidates must hold a minimum qualification at Level 7 on the National Framework of Qualifications in Social Care, or other relevant recognised qualification and have 2 years' experience of working at social care grade with children/young persons.</p>
Responsibilities to the young person:	<p>To work directly with the young person in the residential centre, ensuring their needs are met through a variety of activities, as dictated by the Care Plan and other relevant guidelines.</p> <p>To build professional relationships and effective communication with the young people, while acting as a role model for them.</p> <p>To work with the Centre Manager to ensure that, on admission to our service, young people are provided with all the information they might require and to welcome them and make them feel at home.</p> <p>To chair house meetings in a manner that improves the care services provided to the young people.</p>

	To assist the young people to maintain contact with significant others where appropriate, and in accordance with their Placement Plan.
Administrative responsibilities:	<p>To support the Centre Manager to maintain an efficient filing system in the residential centre.</p> <p>To ensure that all centre and client records are completed, dated, and signed in compliance with company procedures in a clear and timely manner.</p> <p>To accurately complete and maintain all company record sheets, petty cash and other accounting documents as required.</p> <p>To ensure appropriate Handover Procedures are followed and Handover Sheets are effectual and completed by staff and all paperwork has been completed at the end of each shift, and that the record keeping is updated.</p> <p>To ensure all weekly checks are completed and any issues are reported to the Centre Manager.</p> <p>To ensure that monthly reports are completed in a timely manner ensuring efficient communication in the centre.</p> <p>To ensure Placement Plans, Client Profiles, Guidelines, Reports and Evaluations and other informative communications are completed and updated as required.</p> <p>To ensure company email accounts are checked regularly and to ensure that all electronic communication is carried out as detailed in the company email usage document.</p>
Responsibilities towards Health and Safety.	<p>To work at all times within the code of standards of the company's Health and Safety policy.</p> <p>To record, report and track any faults found in the property, internally and externally to the Centre Manager.</p> <p>To take responsibility for ensuring Weekly Company Car Checks are completed and signed by staff and that cars are in a road worthy condition, reporting any faults to the Centre Manager.</p> <p>To complete and record fire safety drills within the house as required and assist the centre manager in ensuring all fire safety and first aid equipment checks are completed by staff on a daily/weekly/monthly basis.</p> <p>To ensure written Health and Safety Risk Assessments are completed and implemented for the young people, staff, and the centre, reporting issues to the Centre Manager.</p>
General Responsibilities:	To work within the framework of all relevant legislation (e.g. Child Care Act 1991, National Standards for Children's Residential Centres 2018 and Children's First Guidelines).

<p>Staff Management:</p>	<p>To uphold the company's Equal Opportunities policy at all times, ensuring procedures are culturally and socially appropriate, and respectful of race, gender, age, sexual orientation, family status, marital status, religious beliefs, disability, and membership of the traveller community.</p> <p>To attend and contribute to regular supervision sessions with the Centre Manager.</p> <p>To engage in the Induction Training Programme of new staff within the centre.</p> <p>To contribute to a work environment that supports and encourages colleagues to work to their full potential.</p> <p>To ensure that client and Company confidentiality is maintained at all times, as set out in the policy document.</p> <p>To work as part of the centre's 'On-Call Manager' roster.</p> <p>To take responsibility for personal and professional development, undertaking any training deemed relevant as required.</p> <p>To act in accordance with the company's Code of Conduct.</p> <p>To carry out any other reasonable duties appropriate to this post, as necessary, in accordance with the needs of the Company.</p> <p>To ensure that good relations are established and maintained with the local neighbourhood, reporting any problems to the Centre Manager.</p> <p>Provide support and supportive supervision to other front-line staff where appropriate.</p> <p>Ensure staff are fully informed on all matters affecting day-to-day running of the service and that lines of communication are clear and implemented by all staff.</p> <p>Provide formal supervision to assigned supervisees in line with best practice and the company's policy on supervision.</p> <p>To participate in matters concerning discipline, grievances, untoward incidents, and complaints, when required.</p>
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Core Competencies & Behaviours:

<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Promotes teamwork and communicates effectively with their team and management. • Provides supervision of staff in accordance with best practise. • Comprehends the Health & Safety requirements within the centre. • Advocates personal training and development and that of their team.
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	<ul style="list-style-type: none"> • Has a professional, consistent attitude to time management. • Interacts positively with the young people in our care. • Promotes Colden Care’s values at all times. • Innovates. • Demonstrates personal and professional perseverance.
<p>Core Behaviours:</p>	<p>Promotes Teamwork: Includes others in carrying out work; Fosters and creates trust within the team; Develops company-wide relationships; Takes responsibility for leadership roles; Carries out administrative duties.</p> <p>Communicates effectively: Communicates decisions and information effectively and honestly; Seeks and listens to multiple and varied views; Deals with and addresses issues appropriately; Maintains clear, concise reports.</p> <p>Trains and Develops: Looks for opportunities to train and develop; Participates fully in training; Adopts a professional and affable manner with supervisor.</p> <p>Time Management: Presents for work on time and ready to work; Adopts a professional attitude to absences; Is professional and conciliatory in approach to annual and professional leave.</p> <p>Interaction with Young Person: Seeks to develop relationships with the young people in our care; Works to improve that relationship continuously; Sets appropriate boundaries and adheres to same; Acts as a role model for the young people and their team.</p> <p>Promotes Colden Care’s Values: Is aware of Colden Care’s Mission and Health and Safety Statements and works to promote same; Seeks to continuously improve the care and safety to the young people in our care; Works within Colden Care’s policies and procedures.</p> <p>Innovates: Develops ideas and seeks new ways of delivering Colden Care’s services; Focuses on continuous improvement of themselves and their working environment; Prepared to work alone under own initiative; Demonstrates problem solving skills; Shows cultural awareness.</p> <p>Perseverance: Goes that extra mile in their approach to teamwork and in the delivery of care to the young people in our care.</p>

This job description is a guide to the general range of duties assigned to the position holder. It is intended to be neither definitive, nor restrictive and is subject to periodic review. All staff must be familiar with, and observe company rules, and policies and procedures.