

CHILD AND FAMILY DIRECTORATE

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Children's carer

BAND: 3

REPORTS TO: Team Leader, The Birches Respite Team

BASE: The Birches

JOB SUMMARY

To work as part of the CYP Complex Physical Health Service to deliver a high standard of care within a specialist respite team, to children who have learning disabilities, physical disabilities and complex health needs. To be responsible for implementing planned care where direct supervision may not be immediately available.



Respect



Excellence



Integrity



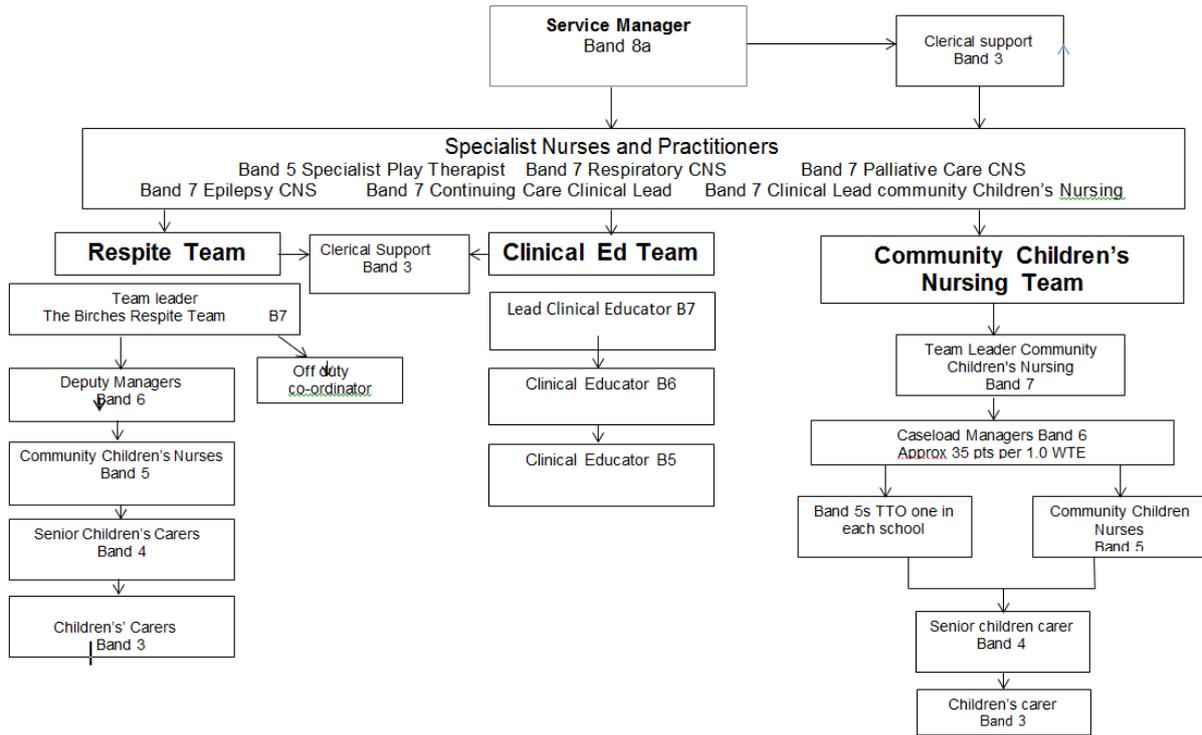
Collaboration



Compassion

ORGANISATIONAL CHART

CHILDREN AND YOUNG PEOPLE COMPLEX PHYSICAL HEALTH SERVICE



Organisational Values:

- 
Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.
- 
Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.
- 
Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.
- 
Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.
- 
Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.



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MAIN RESPONSIBILITIES OF THE POST

- This is a rotational post requiring the post holder to provide nursing care to children and young people with complex care needs including those who require ventilatory support. The main focus of the team is to provide 24-hour support within the home, respite and education setting. The post holder may be required to provide care on the acute paediatric unit or children's hospice if necessary.
- Following training, the post holder will provide direct nursing care to specific children/young people, integrating with parents and carers and other team members; providing cover when necessary, to enable independence and normality for the children.
- Contribute to high quality of care in the service and work towards a warm supportive atmosphere in which the post holder can establish friendly and caring relationships with children and their families
- Demonstrate a positive attitude towards working alongside people with a learning disability with a commitment to helping them secure for themselves as valued and enjoyable life as possible.
- Provide a rich and stimulating environment enhancing the lifestyle of the children and their individuality.
- Promote activities that are age appropriate and culturally normative, take into account special individual need.
- Help ensure that children are introduced and encouraged to engage in a wide range of stimulating and creative activities by interaction and play, both in and out of doors, encouraging the use of local community facilities where appropriate.
- The post when working in the residential respite unit will require all aspects of duties to be carried out eg domestic cleaning, laundry, cooking, shopping & gardening. Children are to be encouraged to participate where appropriate.

Communication

To promote communication with the children/young people, encouraging them to express their wishes and concerns to their best ability. This may include non –verbal, electronic or alternative communication methods. Liaising with the family (when appropriate) and members of the multi-professional and multi-agency teams (eg schools and at home) to provide optimal care and support for children under the direction of the Team Leader and deputy home managers.

To ensure confidentiality of patient and staff information is maintained at all times.



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Act as a first point of contact for parents, escalating questions and concerns to senior staff as necessary.

Analytical and Judgemental Skills / Freedom to Act

To recognise the boundaries required when working closely alongside a child or young person respecting families' wishes and personal space.

The post holder will need to work independently in the carer environment following appropriate competency based training. A qualified nurse will always be available for advice and support via on-call. Work will be directly or indirectly supervised by a qualified member of the team.

Respond to, and troubleshoot emergency situations using flow sheets and care plans, asking for advice as appropriate.

Planning and Organisational Skills

Following competency based training the post holder will be responsible for organising their work load on a shift by shift basis.

Review own training needs, together with the qualified nurses as part of the appraisal process and undertake appropriate training and development opportunities.

Physical Skills

There will be some IT use including e-mail, word processing and intranet /internet access.

There will be some moving and handling requirements for which full training will be required.

Integrate age appropriate day to day activities with meeting health needs, eg play and school based activities.

Manual dexterity/fine motor skills are required in some nursing tasks eg enteral feeding and tracheostomy care.

Responsibility for Patients / Clients

To work under the direction of the Team Leader and other qualified nurses within the CYP Complex Physical Health Service.

To work closely with the children and young people, carers and education staff, being sensitive to their wishes and needs to promote child centred care as a priority.



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To contribute to providing care and monitoring of children and young people including hygiene, mobility, comfort and nutritional needs enhancing their ability to access their educational provision and leisure activities.

To be responsible for carrying out specific care as directed in accordance with the policies and procedures of Coventry and Warwickshire Partnership Trust.

To assist in programmes of care to help and enable parents to have a greater understanding of their child's developmental difficulties.

To contribute to the plan of care that maximises their potential and promotes the child/young person's independence. Assessing and evaluating, in conjunction with the qualified nurses planned programmes of care, providing regular feedback on any progress or change in the child/young person's condition.

To contribute to the support of the children/young people by escorting them during journeys for their educational, recreational and leisure activities, as agreed with the Team Leader.

To support the children/young people and others as their condition deteriorates.

Following necessary training safely transport children in the Respite Unit's minibus.

Policy and Service Responsibilities

To maintain a professional attitude at all times, developing the role of Children's Carer, in the best interests of the profession, children/young people and families.

To be familiar with and adhere to the Policies and Procedures of Coventry and Warwickshire Partnership Trust.

To comment on and implement local policies.

Responsibility for Financial and Physical Resources

The post holder is responsible for monitoring low supplies or problems with equipment to the Team Leader or child/young person's caseload manager.

To monitor the safe and effective use of all equipment and the appropriate use of supplies, acting on any concerns arising immediately reporting to the Team Leader or child/young person's caseload manager.

To prepare, maintain and clean the child/young person's equipment for programmes of care utilising Trust policies and procedures.

Typical packages include responsibility for equipment costing up to £20k



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Responsible for Children's monies whilst on shift.

Management of petty cash on a day to day basis for such things as petrol and groceries ensuring correct paper work is completed.

Responsibility for Staff

To participate in the induction programmes of all new staff.

May be required to demonstrate role to new or less experienced staff.

To participate in the development review system, ensuring that planned objectives are achieved; to take responsibility for directing your own learning.

To keep professionally up to date within your own practice.

To attend and participate in in-service training, as identified.

To identify immediately, any concerns about own skill levels with the Team Leader or qualified nurses.

To attend Coventry and Warwickshire Partnership Trust mandatory training study days and participate in annual updates provided by the Trust as required.

Responsibility for Information

To maintain accurate, appropriate and up-to-date records ensuring that all entries recorded in the child/young person's records are countersigned by the qualified nurses.

Research and Development

To undertake surveys and audits as necessary to own work: may occasionally participate in research and development, clinical trials or equipment testing.

Physical Effort

The post holder will be delivering care in a variety of settings where they may be sitting in a restricted position.

It is expected that many activities will require repetitive movements.

There will be a requirement in some instances to push clients in wheelchairs and pull equipment carrying trolleys.

The post holder will be involved in play activities.



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Mental Effort

The post holder is required to deliver care to the child and young person following care-plans, check lists and flow charts accurately.

Concentration is required to continually monitor child's health needs and safety whilst engaged in other activities eg play

The nature of the work can be unpredictable and concentration is required to maintain safety.

Emotional Effort

The post involves working closely with children and young people with complex health needs and their families. This will inevitably be a stressful environment.

The post holder will be working with children and young people with life limiting and life threatening conditions. The post will involve speaking with children, young people and their families about difficult situations including sharing bad news.

To participate in clinical supervision.

The post involves working in families' homes and in close proximity to the family. The post holder will need to remain professional at all times acting as a role model to other team members and maintaining professional boundaries.

Working Conditions

It is anticipated that the Children's Carer will rotate to other sites, such as Special Needs Schools as part of their professional development in agreement with the Team Leader.

Occasional exposure to verbal aggression or risk of physical aggression.

Frequent exposure to bodily fluids and unpleasant smells.

The post holder will need to travel from one care location to another, often transporting equipment and supplies.

The post holder may need to work in an environment that is covered by surveillance cameras.

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.



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2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.



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Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Person Specification

JOB TITLE: Children’s carer – Band 3

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3



QUALIFICATIONS	NNEB/NVQ Level 3 or equivalent in a child related subject	A	3
	Good level of basic education and literacy	A	3
	Be willing to undertake significant competency based training	A	3
KNOWLEDGE & SKILLS	Demonstrates creative initiative	A + I	2
	Demonstrates an awareness of the need for knowledge of Health & Safety principles	A + I	3
	Demonstrates an awareness of Safeguarding Children and Child Protection	A + I	2
	Demonstrates an awareness of the need for Equal Opportunities	A + I	2
	Good verbal and written skills	A	3
	Demonstrates basic computer skills	A	2
	EXPERIENCE	Willingness to work within a Healthcare and Education environment with complex care needs children	A + I
Previous experience working with children		A + I	3
Able to work with minimal supervision in multi-disciplinary team (once competencies are achieved)		A + I	3
Ability to stay calm in stressful situations		A + I	3



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PERSONAL ATTRIBUTES <i>(Demonstrable)</i>	Excellent interpersonal skills.	A + I + R	3
OTHER <i>(Please specify)</i>	<p>Good level of comprehension</p> <p>Willing to work between home and education environment</p> <p>Willingness to train to develop the role</p> <p>Flexibility with working patterns</p> <p>Ability to work 24/7 including shifts, weekends, nights and during school holiday periods</p> <p>Willing to undertake DBS(Disclosure & Barring Service) check at Enhanced level</p> <p>Car owner/driver, or suitable alternative transport to enable you to undertake the job - and be prepared to be insured for business use. (It is unlikely that public transport will meet this requirement). If necessary, adjustments can be considered in accordance with the Disability Discrimination Act.</p> <p>Willingness to work in environments that may be using CCTV cameras</p>	<p>A + I</p> <p>A + I</p> <p>A + I</p> <p>A + I</p> <p>A, I</p> <p>A</p> <p>I + A</p> <p>I + A</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>



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