



**JOB DESCRIPTION  
RESIDENTIAL SUPPORT WORKER  
RESPONSIBLE TO: HOUSE MANAGER / SHIFT LEADER**

All Residential Support Workers are expected to join and integrate into a staff team which effectively contributes to the welfare of young people in residential care. They will develop key skills to ensure children and young people are healthy, stay safe, make positive contribution to their development, and learn to achieve economic well-being, in preparation for their ultimate independence.

Under the direction of the House Manager/ Shift Leader they will ensure the physical, emotional, religious, educational and psychological needs of children and young people resident at Moonreach are met.

Residential Support Workers are expected to be prepared to work flexibly to meet the business needs of Moonreach, which will also include sleep-in duties and to work during weekends, bank holidays, and public holidays. Whilst the post-holder will be located at a particular home, they may be expected to work at another Moonreach home in the same capacity should the need arise.

**PRINCIPAL DUTIES**

**A) CARE TASKS**

- 1 To work to ensure the physical, emotional and identified primary care needs of children and young people are met through the development and maintenance of a supportive and caring environment.
- 2 To work with young people and others to assess needs and to work jointly in the preparation, implementation, delivery, and revision of Care Plans. Organize and take an active part in planned leisure activities, key work sessions, careers guidance and preparation for independence.
- 3 To observe, maintain and develop Moonreach recording procedures, particularly the maintenance of casework files.
4. To maintain the development of positive childcare practice in line with the aims and objectives of Moonreach.
5. To contribute fully and effectively as a member of the team in the day-to-day running of Moonreach homes.
6. Carry out domestic duties in keeping with domestic home activity, adopting a family home ethos. Ensure the unit is clean, tidy, warm, and inviting, fulfilling the needs of children and young people and visitors regardless of disability, racial/cultural origin or gender.
- 7 Develop and participate in group work which is in line with Moonreach SoP. to contribute to the safe and efficient operation of the unit, ensuring that any work or activity satisfies Moonreach's Safeguarding and Health & Safety policy.
8. To undertake as directed, preventative, support and aftercare work using a range on intervention skills.
9. Assist in the admission and discharge of children and young people in a supportive and sensitive way in line with Moonreach procedures.

## B) TEAMWORK

1. Refer immediately to the House Manager or any other of the Moonreach management team upon any suspicion, evidence, or allegation of any area of concern, any incidents of violence or child protection issues in accordance with Moonreach policies.
2. Working as part of the multi-disciplinary team, to provide the highest quality of care for the children and young people resident with us.
3. To be available on an on-call basis to cover staff short falls and/or operational emergencies.
4. To attend, participate in, and take notes as requested for Team Meetings, Young Persons meetings, training sessions and other meetings as requested and, if assuming responsibility for the notes/minutes of such meetings to ensure information is disseminated to staff and management as appropriate.
5. To communicate professionally and effectively with children and families, other team members, courts, and professionals from statutory and voluntary sector agencies and private sector organisations as and when needed.
6. To keep up to date with developments in the profession, by reading professional journals and other relevant publications.
7. To work on specifically designated tasks or projects (as delegated and as appropriate to grading and experience), which contribute to the development of Moonreach as requested by the Registered Manager or House Manager.
8. To maintain a knowledge of legislation, policy and practice procedures relating to children and young people Within Moonreach including Data Protection Act, Health and Safety at Work Act and other legislation, ensuring appropriate security and confidentiality of information in relation to records maintained and tasks undertaken.

## EQUAL OPPORTUNITES

Moonreach is committed to being an equal opportunities employer. All applicants and staff are treated equally and given the same set of opportunities regardless of their age, sex, race, disability, sexual orientation, culture or any other personal characteristic that might be discriminated against.

All Moonreach employees have a right to:

- Fair practices and behaviour in the workplace
- Fair allocations of workloads
- Equal access to benefits and conditions
- A workplace that is free from unlawful discrimination, harassment or bullying at work
- Competitive merit-based selection processes for recruitment and promotion
- Fair processes to deal with work-related complaints and grievances