



The Caldecott Foundation Helping children build a future

JOB DESCRIPTION – PERSONAL ADVISOR – AFTER CARE

The primary purpose of the Caldecott Foundation is to provide individual packages of care so that a child or young person can grow in every sense of the word – physically, emotionally and intellectually, and achieve positive outcomes in line with the Every Child Matters agenda.

The worker is expected to work in accordance with the Policies, Practices and Procedures of The Caldecott Foundation. The Foundation aims to ensure equal opportunities both for its staff and those in its care. All those involved in its work must ensure that they promote equal opportunities and anti discriminatory practices in all that they do and say.

Responsible to:- Commissioning Manager

Salary:- £10,558 to £12,713 (Pro Rata'd to 16 hours per week for 52 weeks)

Overall Purpose:-

To support young/vulnerable people leaving Caldecott in order to prepare them for the transition to more independent living.

Description of the Role:-

The post holder will be accountable to the After Care Manager and Senior After Care Worker/Co-ordinator. After care worker will have responsibility in ensuring day to day care of the young/vulnerable people looking at emotional, social, educational and practical needs. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Hours of Work:-

After care worker is required to work the hours necessary to successfully fulfil their tasks. The hours are 16 hours a week times to be agreed between worker and co-ordinator.

The Foundation does not normally pay overtime but in emergencies this can be required, and time off in lieu or over time payments in an extreme case at a set hourly rate, can be agreed accordingly.

Unsociable hours, including School Holidays and Bank Holidays, are an integral part of the post.

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After Care Worker – Job Description

Responsibilities:-

1. To work in accordance within Caldecott's policies and procedures.
2. To demonstrate by example good practice and a professional care work approach to work with vulnerable adults' and families or carers through maintaining professional knowledge and skills.
3. To Support with the relevant needed activities such as Food and Clothes Shopping, Cooking, Laundry, Cleaning, Finances, Medical Appointments, prompting personal hygiene, ensuring Online Safety, and ensuring that they are equipped for work, as well as weekly walks, coffee, lunch, and socialising.
4. To be responsible for ensuring care planning and reviewing of vulnerable people's cases take place in accordance with Foundation instructions and relevant legislation. This will include writing reports, assessments and completion of records.
5. To ensure vulnerable people facing particular crises and stresses are offered appropriate additional support or signposted to other services.
6. To ensure vulnerable people carry appropriate responsibility for their own lives, keep them informed of their circumstances and rights, involving them in planning their lives, supporting them and helping them towards taking greater control and responsibility.
7. To ensure vulnerable people, parents and carers, where possible, have the opportunity to participate in the regular individual programmes and direct work with vulnerable people and to ensure continuity of this activity.
8. To contribute to the multi-disciplinary working of vulnerable people's needs and participate in the development, implementation and monitoring of vulnerable people's pathway plans.
9. To attend departmental meetings as required.
10. To ensure regular feedback is given to Local Authorities/placements in work undertaken with vulnerable people.
11. To keep up to date, accurate and professional records of all work undertaken.

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After Care Worker – Job Description

12. To ensure the rights of the vulnerable adult are protected and that their religious, cultural, ethnic, care, psychological, physical and educational needs are being met appropriately.
13. To ensure the rights of the vulnerable person are observed and that they are appropriately balanced with the duty of the Foundation to act as a responsible parent.

14. To promote a culture of self awareness and understanding of others' behaviour and its effect on others, and to reinforce this through constructive feedback.
15. To undertake any duties commensurate with the grade of the post that may reasonably be required by Line Manager.
16. To ensure work is evidenced within the After care framework of keeping records
17. Assist in the educational, social, emotional and behavioural development of vulnerable people under the direction and guidance of Line Manager.
18. To assist management to develop the service and ensuring that the highest standards of care prevail for each vulnerable person, within the guidelines of the Foundation's stated model of care.

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After Care Worker – Job Description

19. To maintain and promote good relationships with other professionals, team members and management, other sections within the Foundation, parents, other agencies and professionals.
20. Support, monitor and evaluate the vulnerable people's emotional and behavioural difficulties and help develop their social skills.
21. To ensure that Health and Safety of the vulnerable people is monitored in accordance with the relevant legal requirements and good practice
22. To participate in mandatory training and other relevant training as directed by the needs of the post.
23. To be available whilst on duty to participate in on going supervision with Line Manager and through this supervision develop an understanding of the behaviour of the vulnerable people.
24. To develop specific pieces of work with vulnerable people as directed and supervised by the Line Manager.
25. To ensure high standards of communication involving checking and completing daily records, diary and any other documentation in accordance with our developing best practice.
26. To contribute to the vulnerable people's development through a variety of means including excursions, and other social opportunities in an individual and group setting appropriate to vulnerable people's needs.

Standards and Quality Assurance:-

1. Support the aims and ethos of the Foundation as outlined in the Caldecott Foundation's Mission Statement - "To enable individuals to achieve their full potential through positive learning experiences in a safe and friendly environment".
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend all team and staff meetings.
4. Undertake professional duties that may be reasonably assigned by the Management.
5. Undertake other reasonable duties from time to time as required.

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Caldecott Foundation Fundraising and Marketing

1. The Caldecott Foundation is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, grant making bodies and corporate sponsorship.
2. All employees of the Caldecott Foundation are expected to behaviour 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 take seriously their role in raising income for the charity and every opportunity.

Health & Safety

1. To maintain an awareness and observation of Fire and Health and Safety Regulations.

Equal Opportunities

1. To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
2. To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
3. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

This job description will be supplemented by annual target based outcomes which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.

July 2019
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