

Working With Us

Welcome to Genus Care

Are you a caring, sensitive person who wants to work with children?

Do you want a challenging but rewarding job?

Are you honest, committed and reliable?

Do you want to solve problems every day?

Do you want to be part of a team that changes the lives of children for the better?

If the answers are 'Yes' then this may just be the opportunity you've been waiting for. Welcome to Genus Care.

This booklet is intended as a guide to provide you with information about our company. It outlines some of the basic terms and conditions and answers some of the questions you might have. We hope you will be as excited about working for us as we are about working with you.

All applicants are required to undergo a Data Barring Service check which involves a full disclosure of any previous offending history.

A proactive Supervision and Appraisal system is in place to monitor and develop staff. Probationary staff are supervised twice a month, then monthly thereafter.

We are an Equal Opportunities employer.

Enclosed is the following information:

- Company Profile
- Job Description
- Personal Specification
- Pay package and pay scale
- Training
- Rota Pattern

Company Profile

Genus Care was established in 2010 by Mark Khan and Gareth Hemming. We have over 20 years of working in residential care and looking after children. We look after 10 – 18 year old children who are in the care of local authorities and who present a wide range of difficult and challenging behaviours. We provide one basic service- small children's homes where 3 children live permanently an ordinary a life as possible and grow with us.

Genus Care believes that those children and young people who require residential care deserve to be looked after and helped as much as any other child, perhaps even more. They deserve to be educated and have opportunities that are life enhancing experiences. They deserve to be valued and looked after. They deserve to enjoy their childhood.....

Our children's homes represent all that residential care should be. Warm, comfortable family homes where children feel welcome, valued and cared for. With no more than 3 children at any one home we base much of the daily structure and routine on what 'normal' families do, for example eating together, helping with chores, school and relaxation. With staffing levels set at 1:1 we ensure each child has time to focus on their individual lives as well as enjoying the busy 'family' lifestyle brings.

We recognise the importance of education, more so in the lives of those unfortunate enough to have missed large pieces of it. Each home has a fully resourced external classroom staffed by a committed, qualified full-time teacher. Genus Education is registered as an Independent school providing a full GCSE and pathways curriculum. Excellent links with mainstream schools, Careers Wales and work experience placements that provide opportunities to progress and experience a wide spectrum of social and educational situations. For the children unable to access mainstream school we are able to ensure they will receive a full curriculum appropriate to their needs and abilities.

Some of our children are educated in mainstream schools. We provide support and assistance depending on the needs of the child.

Genus Care is committed to the development and support of not only the children we look after but the people we employ. In return for your commitment and hard work we will train and develop you. Indeed, we want you to Grow with Us.

Job Description

Job Title: Residential Care Worker

Responsible to: Directors

Reports to: Registered Manager

General description of duties

To provide residential care services for young people within clear policies and procedures. To work within care plan guidelines as agreed with the local authority and to ensure that young people are at all times safe and looked after in a caring environment.

Main areas of responsibility

1. Work within agreed policies and procedures. Report any shortfalls to line manager, particularly health & safety concerns and appropriate management of care plans and incidents relating to young people.
2. To work with the rest of the team in developing a consistent approach to care within the home. Accepting of professional boundaries and the role of the manager and registered provider in having final responsibility for decision making within the home.
3. Contribute to a full record keeping system on a daily basis, as is laid out in the policies and procedures. To attend all team meetings as appropriate.
4. Work in a way, which contributes to the health, safety, welfare and general wellbeing of young people. Ensure awareness of relevant safety procedures including risk assessments and fire procedures. Maintain good practise with regard to HIV / Aids awareness. Promote healthy lifestyles for young people within care plan guidelines.

5. Act as a facilitator of care for young people. Endeavour to develop a close, nurturing relationship with them. Act as their advocate in all aspects of care both within and outside the project.
6. Act as a positive, law abiding role model for young people. Ensure that personal conduct is appropriate, for example no swearing or smoking in front of young people.
7. Work closely with teaching staff, undertaking joint planning, helping to liaise with outside educational agencies, schools etc.
8. Undertake sleep in duties as required on a rotational basis.
9. Contribute to a full therapeutic service for young people, providing appropriate levels of activity and stimulation.
10. Liaise with outside agencies as required in a professional and proactive manner at all times.
11. Undertake keyworker duties when required in line with agreed policies and procedures.
12. Participate in the development of good relationships with the local community with the aim of integrating the project and young people within the community as far as possible.
13. Ensure an awareness of all relevant legislation, particularly the National Minimum Standards for Children's Homes (Wales) 2002, Children Act 1989, Children's Homes (Wales) Regulations 2002 and Adventure Activities Licensing Act 1996.
14. Maintain confidentiality as appropriate within agreed policies and procedures.
15. Maintain a commitment to own training needs and participate in training programmes as agreed in own personal development programme.
16. Undertake regular supervision and be reflective in own practice.
17. Maintain high standards of hygiene and cleanliness whilst at work, as well as contributing to the maintenance and upkeep of all properties and gardens.

This job description is not comprehensive and reflects only the main areas of responsibility. The post holder is expected to adopt a flexible approach and take on other duties from time to time.

The hours of work are 2028 hours per year. This is based on a rota pattern that includes sleep ins. You are expected to attend team meetings, training and do some additional shifts to make up the total hours required.

This job description is subject to regular review.

All contracts of employment are with Genus Care Ltd.

Personal Specification

Job Title: Residential Care Worker

Requirements	Essential	Desirable
<p>Core Values which must be demonstrated</p> <ul style="list-style-type: none"> · Value young people who can display challenging behaviours. · Belief that young people have a right to greater independence through choice and control · Value and respect individuality and diversity · Positive interaction with young people 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>General skills and abilities</p> <ul style="list-style-type: none"> · Ability to work flexibly with young people · Excellent time management and organisational skills · Ability to work in lone situations using own initiative · Ability to seek resolutions to difficult situations · Numeracy skills · Ability to enable and motivate Young people to develop skills · Ability to support Young people to take measured risk 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Communication skills</p> <ul style="list-style-type: none"> · Ability to communicate clearly · Legible and accurate report writing 	<p>Yes</p> <p>Yes</p>	
<p>Experience of</p> <ul style="list-style-type: none"> · Supporting young people to access their community · Work in a social care setting · Lone working 		<p>Yes</p> <p>Yes</p> <p>Yes</p>

Pay package

- Child care allowances are available for pre school children who are attending nursery.
- Holiday allowance amounts to 235.6 hours per year.
- £15 per month 'Health & Wellbeing' club membership contribution.
- Union membership is actively encouraged and information will be handed out during induction.
- We operate a stakeholder pension scheme that you can join or transfer to.
- £500 bonus for having NVQ/ QCF level 3 or on completion
- Sick pay is SSP (this will be reviewed in 2014 with the intention of introducing paid sick leave)
- All other Paternity / Maternity rights etc are respected and adhered to fully.
- Sleep ins are paid at £49.00
- Discretionary annual performance related bonus
- Some nominated days paid double time (eg, Xmas Day, Boxing Day)
- On-Call allowance paid at £20 (for Seniors)

RCW Pay Scale

Start	£12,800
Year 1	£14,000
Year 2	£15,200
Year 3	£16,400
Year 4	£17,600
Year 5	£18,800

Annual pay increases happen one year from your start date.

It's My Life Coordinator Pay Scale.

On gaining a promotion to an It's My Life Coordinator the pay scale is as follows:

Start	£15,200
Year 1	£16,400
Year 2	£17,600
Year 3	£18,800
Year 4	£20,000

Depending on how long you have been with the company will determine where you will start on the pay scale. Your annual pay increase will date will stay the same.

Seniors Pay Scale:

On gaining a promotion to the position of Senior Residential Care Worker you will move 2 points up the pay scale (for example- if your annual salary is £15,200 and you are made a Senior you salary will increase to £17,600). Your

annual pay increase date will remain the same. To become a Senior you must have NVQ/QCF III and 1 years residential care experience.

Training

We are very committed to the training and development of all of our colleagues.

Time spent on training is paid for.

We have a very thorough Induction package which will guide any new member of staff through your first 6 months of employment.

On successful completion of your probationary period you will be registered on the QCF Diploma L3 in Health & Social Care Children & Young People. This will be accessed via a local college.

Those who complete this award will be offered the opportunity to undertake a Management Award if their role permits in QCF Diploma L5 Leadership in Health & Social Care Children & Young People's Services Residential Management Wales.

Induction training includes the following courses:

- Low Arousal Approach
- Child Protection/ Safeguarding
- Practical Philosophy
- Philosophy
- Fire Safety & Manual Handling
- Basic Food Hygiene
- Emergency First Aid
- Health & Safety

Core training is provided concurrently and is comprised of ½ day or 1 day short courses that run at least every month. These are:

- Child Protection
- ADHD (where applicable)
- Attachment Disorders
- Legislation
- Blood Borne Virus'
- Life Story Work
- 'It's My Life'
- Games and Playing
- Care Planning
- Paperwork
- Child Development

Equality
Medication

Rota Pattern

Below is an example of our current 9 day rolling rota pattern. This pattern shifts continually so that weekends are free regularly. The change over shift from night to day is a 24 hour shift. This allows for a greater period of time off at the end of the shift pattern.

Monday		9.45am to midnight	Sleep in
Tuesday		8am to 10am	
Wednesday		9.45 am to midnight	Sleep in
Thursday		8am to 10am	
Friday		9.45am to midnight	Sleep in
Saturday		8am to 10am	
Sunday	Off		
Monday	Off		
Tuesday	Off		
Wednesday		9.45 am to midnight	Sleep in

For further information please contact:

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