

JOB PROFILE

Post Title: Houseparent

Post No: Generic

The purpose of the job is to actively provide person-centred care in accordance with relevant legislation and guidelines. The post holder will attend to the social, emotional, educational and physical needs of children and young people, including those with additional support needs, resident in the Halls of Residence

In accordance with the Scottish Social Services Council all Houseparent workers must adhere to the following Codes of Practice:

- I must protect and promote the rights and interests of individuals and carers.
- I must build and maintain the trust and confidence of individuals and carers.
- I must promote the wellbeing and independence of individuals and carers while protecting them, as far as possible, from harm.
- I must recognise that individuals have the right to take risks and will work with them to understand and manage those risks.
- I must be accountable for the quality of my work and take responsibility for maintaining and improving my knowledge and skills.
- I must uphold public trust and confidence.

The main duties of the Houseparent are:

- To provide physical, emotional, spiritual, intellectual, cultural and social care to young people in line with relevant care standards
- To undertake the role of keyworker in accordance with current policy and practice, with respect to identified young people. This involves working with a specific caseload, one to one interviews, liaison with pupil support in both AHS and Junior Highs, Social Work, parents etc.
- To be responsible for keeping care plans and risk assessments up-to-date and other relevant administrative tasks
- To work closely with young people and their families, carers or representatives to ensure they are fully consulted and informed about their care as they want to be
- To assist in the assessment of young people to ensure the service will be able to meet their needs
- To participate in monitoring and evaluation of young peoples' care plans' and risk assessments

- To support young people in developing and/or maintaining their identity
- To contribute to the provision of advocacy for young people
- To promote equality of opportunities and non-discriminatory practice
- To visit feeder schools to meet with young people, parents/carers prior to transfer
- To assist young people to develop and/or maintain contact with family, friends, health and other support services as appropriate
- To assist young people with their own paperwork, appointments, homework etc, as appropriate
- To support individuals where abuse has been disclosed
- To provide a stimulating environment for young people
- To prepare and provide agreed individual and/or group activities for young people
- To administer medication as directed by the individual's care plan, in line with relevant procedures
- To support young people with difficult or potentially difficult relationships
- To receive and actively participate in regular supervision from designated members of staff
- To participate in appropriate training and development
- To attend and participate in staff meetings and when required young people's reviews, case conferences and other meetings
- To be aware of and comply with relevant health and safety procedures
- To be aware of other relevant policies and procedures and apply them appropriately within the service
- To communicate appropriately within and outwith the service, being mindful of confidentiality
- To undertake any domestic or food preparation as required
- Handling the young peoples' money on a daily basis through the hostel banking system, tuck shop, etc.

- To undertake any other reasonable duties appropriate to the post as delegated by line manager
- To work shifts on a rota system that may include sleep-ins, unsocial hours

From time to time, the Council may require the post holder to undertake duties outside those specified

PERSON SPECIFICATION

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Post No:

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Positive attitude to young people Reliable and honest Non-judgemental attitude	Confidence to deal with conflict situations
<u>Relevant Experience</u>	Experience of working with young people between 11 – 19 years Experience of working with young people in a residential setting	Experience of interview situations with young people

	Experience of working without direct supervision	
	Experience of working as part of a team	
<u>Education</u>	Possession of appropriate SVQ3 and HNC or equivalent relevant qualification in line with SSSC registration	Basic Food Hygiene Certificate
	Commitment to continuing CPD	First Aid Certificate
<u>Skills, Abilities and</u>	Good interpersonal and Knowledge communication skills	Knowledge of equal opportunities and anti-discriminatory practice
	Ability to maintain confidentiality	Report writing skills
	Knowledge of relevant Care Standards	Knowledge of relevant legislation, policies and procedures
	Good organisational skills	Knowledge of issues affecting young people
	Ability to maintain up-to-date and accurate records	Knowledge of roles of other professionals
		Ability to handle cash and ensure it's safekeeping

Allowances: Distant Islands Allowance, Sleep-In, Unsocial Hours
 Evaluated Grade: G-H
 Date of Evaluation: 01/10/2009
 PVG Membership: Children
 Disclosure Check: -
 Date of Last Amendment: 28/09/2017