

Human Resource Quality Manual 1	Issue Date: 05 Jan. 15
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CAMPBILL COMMUNITY GLENCRAIG

JOB DESCRIPTION

****Please note: CVs will not be considered****

Title of Post: 24/58/CRW/WEB Child Residential Worker	Location: Camphill Community Glenraig, Craigmichael House
Accountable to: Registered Manager, Deputy Manager, Team Leader	
Purpose of the Job: We are currently recruiting for Waking night Child Residential Workers whose purpose is to provide the highest possible standard of support and care to children and/or young people with disabilities and challenging behaviour who reside within our Children's Home. Our model of care is Positive Behaviour Support (PBS). This role will at times call for an element of personal care. The children require access to a wide range of scheduled activities, including crafts, play, sensory activities, lots of outdoor play, access to individual stimulating items, helping around the house, various games, songs, baking, playing in the park, long walks around the community, trips out, drives in the car, dancing.	
Salary/Hourly Rate: £23,514 - £26,577 per annum pro rata increasing with length of service on a 9 point scale Enhanced pay rates for Weekends 7am – 10pm and Waking Nights	Hours of Work: 3 x 38 hours per week (full time) Based on a rota system that includes unsocial hours, evenings and weekends
Closing Date: 4pm – Wednesday, 9 th October 2024	Length of Contract: Permanent

Key Duties & Responsibilities:

Child centred care

The Child Residential Worker, working as part of a team will:

- Deliver Person Centered Care
- Assist in the assessment of care for children living within Craigmichael
- Help in the planning of care using person centered planning
- Implement care for individual children using the person-centered approach
- Work in partnership with the children to ensure their needs are met
- Ensure all children are cared for as individuals
- Work with parents and carers as partners and stakeholders

- Work in partnership with other agencies to ensure a high quality, seamless service for the children
- Offer a range of activities to the children
- Provide a service which is integrated and involved in the community
- Use knowledge of the care of the children with a physical/learning disability and challenging behavior to provide a quality service
- Ensure information, related to clients, is shared appropriately
- Participate in shifts including mornings, evenings, weekends, night duty, sleep in duties as required
- Help create a homely atmosphere and environment within the home.

Quality and Accountability

The Child Residential Worker will:

- Ensure all relevant legislation, policy procedures and guidelines are adhered to
- Ensure a safe working environment for children, staff and visitors
- Ensure the safe handling of medication in transit
- Be responsible for the health and well-being of the children who reside in Craigmichael when on duty
- Use the resources available to Craigmichael to deliver an effective service
- Ensure record keeping meets the required standards including legislation, policies and procedures
- Contribute to the financial procedures as required
- Assist in the maintenance of the building, furniture and fittings
- Adhere to fire regulations
- Report to management as required verbally and in writing
- Ensure data is protected as per legislation
- Promote the positive image of Craigmichael House and Camphill Community Glenraig.
- Continuously seek sound, ever improving, innovative and professional services for the children

Learning and Development

The Child Residential Worker will.

- Fully participate in personal supervision and support
- Fully participate in personal performance review of own needs and development
- Attend and contribute to staff meetings
- Ensure yourself and other staff members are treated with respect
- Help to create an environment where the team can develop effectively as a group and individually.
- Share skills, knowledge and experience with team members and colleagues
- Participate and complete the required mandatory training in Social Pedagogy as identified by your line manager

General

The Child Residential Worker will.

- deal with minor First Aid as required
- Will participate in various cleaning duties and light cooking as required to ensure agreed standards are maintained
- Act as responsible person on shift as directed by their line manager
- Will be required to carry out any other reasonable duties as requested by their line manager

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	<p>Level 3 in a care related subject or equivalent or willingness to attain within 12 months if successfully appointed to the post</p> <p>Basic numeracy and literacy (English language) skills</p> <p>Registered or Agreeable to applying with the N. Ireland Social Care Council</p>	Degree level qualification in care related discipline	Application form
Experience	At least six months experience working with children OR adults with a learning disability and complex needs	Experience in education or health and social care setting	Application from Interview
Specialist Knowledge & Skills	<p>Effective communication skills</p> <p>Team worker</p> <p>Caring & reliable</p> <p>Maintaining confidentiality</p> <p>Ability to work under pressure</p> <p>Provision of personal care</p>	Knowledge of Positive Behaviour Support and awareness of autism spectrum disorder	Application from Interview
Circumstances	Be flexible to work on a rota basis that includes unsocial hours, weekends		Interview Application from
Other Requirements	<p>Valid work permit</p> <p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Job References</p> <p>All applicants must comply with RQIA minimum standards</p>		<p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>

Benefits

- Starting on 20 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Annual incremental pay increases on a 9-point salary scale with length of service
- Enhanced rate for weekends/waking nights
- Organisation Pension
- Occupational Sick Pay Scheme (qualification period applies)
- Free parking on site
- Optional enrolment into the Benenden Health
- Commitment to development of the staff team through training and learning opportunities
- Death in Service Insurance Benefit 2x Salary
- Professional registration fees reimbursement i.e., NISCC annual renewal fee

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:

**HR Department
Camphill Community Glenraig
4 Seahill Road
Craigavad
Holywood
Co Down
BT18 0DB**

This Job Description is a general outline of the post as it is currently perceived by Camphill Community Glenraig. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Camphill Community Glenraig aims to meet its vision and best respond to the needs of individuals accessing our services.

CAMPBILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER

Camphill Community



Glenraig

Our Mission:

Camphill Community Glenraig is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

Our Vision:

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

Our Values:

Positivity

Oppportunity

Transparency

Equality

Nature

Therapeutic

Inclusivity

Accountability

Life-Long Learning

Positivity

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

Opportunity

We create diverse OPPORTUNITIES for all who live, learn, and work within Glenraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

Transparency

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

Equality

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

Nature

We are inspired and committed to creating a conscious lifestyle. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst using our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

Therapeutic

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education, and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets

the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

Inclusivity

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated, and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

Accountability

Accountability is important to us, and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people, and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

Life-Long Learning

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work, and celebrate together in a homely, welcoming, and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glenraig.

About Camphill

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

Camphill in Northern Ireland

There are four Camphill Communities in Northern Ireland. Glenraig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

Camphill Community Glenraig

Camphill Community Glenraig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers, and partners of Glenraig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short-term life sharing volunteer co-workers and their families alongside employed staff members.

It is also the site for Glenraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



CAMPHILL COMMUNITY GLENCRAIG

POSITION APPLYING FOR: **Children's Residential Worker – 24/58/CRW/WEB**

PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE

ONLY APPLICATIONS CONTAINING ALL OF THE INFORMATION WHICH HAS BEEN SOUGHT WILL BE CONSIDERED

PLEASE RETURN COMPLETED FORMS BY:
4pm- Wednesday, 9th October 2024

To: hr@glenraig.org.uk or alternatively posted applications can be returned to HR Department, Camphill Community Glenraig, 4 Seahill Rd, Craigavad, Holywood, BT18 0DB.

****Monitoring Form must accompany application forms to be considered for shortlisting, CVs will not be accepted ****

Surname:		Title: Mr/Mrs/Miss/Ms Other (please specify)					
Forename(s):		Maiden Name (if appropriate):			Other Former Name(s):		
Home Address:		Address for Correspondence (if different):					
Postcode:		Postcode:					
Home Telephone No. (incl STD Code)		Daytime Telephone No. (incl STD Code)					
Mobile Tel No:		National Insurance No.					
Email Address:							
Do you hold a current full UK driving licence? Yes/No				Do you have access to a form of transport? Yes/No			
Nationality: EC/Non-EC				If Non-EC, please specify			
Do you have the right to work in the UK? Yes / NO <i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>							
Are you currently NISCC Registered?							
Were you referred by an existing Camphill Community Glenraig Employee? Yes / No							
If yes, please enter the employee's name here:							

As an organisation regulated by the RQIA, you must provide a comprehensive account of your educational and employment history from the age of 18 or the time you left secondary education, whichever came first, to the present day. Please include start and end dates (day, month, and year) for each period of education and employment below. Any gaps between these periods should be clearly explained in the section provided.

EDUCATION – GENERAL

GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.

Subjects passed	Examining Body	Level Attained (e.g. GCSE etc.)	Grade	Year

FURTHER / HIGHER EDUCATION

Academic Institution	Level of Education	Result	Date from dd/mm/yyyy	Date to dd/mm/yyyy

EXAMINATIONS PENDING

Qualification(s)	Date to be taken

TRAINING

Details of Training Courses attended, and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number

PREVIOUS POSTS (Beginning with most recent)

NB: To assist consideration in your application, please give precise dates for each period of employment. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___

Duties (briefly)

.....

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.....

.....

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___

Duties (briefly)

.....

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.....

.....

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___

Duties (briefly)

.....

.....

.....

.....

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___

Duties (briefly)

.....

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.....

.....

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___

Duties (briefly)

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Reason for Leaving

Please account for periods of time after you completed secondary education and between employment position that have not already been addressed in the application.

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Please detail any other information which may be relevant to your application

(please continue on separate sheet if necessary, clearly marking the question it is linked to)

How do you believe your own values would contribute in line with the organisation’s values and mission?

(please continue on separate sheet if necessary, clearly marking the question it is linked to)

REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI, and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI, and health assessment. (please tick) <input type="checkbox"/>

SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: Date:</p> <p>Please ensure that you have completed all relevant parts of this application form.</p>

Please leave this page blank



CAMPHILL COMMUNITY GLENCRAIG

Camphill Community Glenraig is committed to recruiting, retaining, and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented, and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Sex Male Female

What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic community:

If you do not complete this questionnaire, we are encouraged to use the "residuary" method which means that we can make a determination on the basis of personal information on file / application form.

Are you married or in a civil partnership Yes No

Age 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+
Prefer not to say

DOB -----/-----/-----

How would you describe your national identity?

English Welsh Scottish Northern Irish
British Other Irish Prefer not to say

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

White

- | | | | | | | | |
|---------|--------------------------|-----------------|--------------------------|------------------------|--------------------------|----------------|--------------------------|
| English | <input type="checkbox"/> | Welsh | <input type="checkbox"/> | Scottish | <input type="checkbox"/> | Northern Irish | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Irish Traveller | <input type="checkbox"/> | Other White background | <input type="checkbox"/> | | |

Mixed/multiple ethnic groups

- | | | | |
|---------------------------|--------------------------|----------------------------|--------------------------|
| White and Black Caribbean | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | Any other mixed background | <input type="checkbox"/> |

Asian/Asian British

- | | | | |
|----------------------------|--------------------------|-----------|--------------------------|
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Any other Asian background | <input type="checkbox"/> | | |

Black/ African/ Caribbean/ Black British

- | | | | |
|--|--------------------------|-----------|--------------------------|
| African | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| Any other Black/African/Caribbean background | <input type="checkbox"/> | | |

Other ethnic group

- | | | | |
|------|--------------------------|------------------------|--------------------------|
| Arab | <input type="checkbox"/> | Any other ethnic group | <input type="checkbox"/> |
|------|--------------------------|------------------------|--------------------------|
-

Disability

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition do you consider yourself to be disabled? Yes No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

What is your sexuality?

- | | | | |
|-----------------------|--------------------------|-------------------|--------------------------|
| Heterosexual/straight | <input type="checkbox"/> | Gay woman/lesbian | <input type="checkbox"/> |
| Gay man | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
-

Do you have caring responsibilities? If yes please tick all that apply

- None
- | | | | |
|---|--------------------------|--|--------------------------|
| Primary carer of a child/children (under 18) | <input type="checkbox"/> | Primary carer of disabled child/children | <input type="checkbox"/> |
| Primary carer of disabled adult (18 and over) | <input type="checkbox"/> | Primary carer of older person (65+) | <input type="checkbox"/> |
| Secondary carer | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

By completing this form, you have helped us better understand how we, as an employer, ensure equality of opportunity for all. Thank you for completing this form.

Declaration of Convictions Form

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders

In Confidence

Do you have any prosecutions pending either in Northern Ireland or any other country?
(if yes give please give details)

Yes No

Have you ever been convicted at a court or cautioned by the police for any offence either in Northern Ireland or any other country?

Yes No

If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.

Declaration of Abuse Investigation(s)
Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse either in Northern Ireland or any other country?

Yes No

If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form and where applicable a police check if I am a non-UK National if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature: _____ Date: _____

Print name: _____

Any surname previously known by: _____

Position applied for: _____