

Human Resource Quality Manual 1	Issue Date: 05 Jan. 15
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# CAMP HILL COMMUNITY GLEN CRAIG

## JOB DESCRIPTION

<b>Title of Post:</b> 24/51/WNCRW/WEB  Waking Night Children's Residential Worker	<b>Location:</b> Camphill Community Glenraig, Craigmichael House
<b>Accountable to:</b> Registered Manager, Deputy Manager, Team Leader	
<b>Purpose of the Job:</b>  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 whom 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 stimming 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.	
<b>Salary/Hourly Rate:</b> Commencing on £15.54 - 10pm-7am Commencing on £11.90 - 7am-9am	<b>Hours of Work:</b> 22 hours per week  Bank positions  Shift patterns are from 10pm – 9am
<b>Closing Date:</b>  4pm – Wednesday 7 <sup>th</sup> August 2024	<b>Length of Contract:</b>  Temporary until August 2025

### 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 Positive Behaviour Support 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:**

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

### **Benefits**

- 20 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Organisation Pension

- Occupational sick Pay Scheme (qualification period applies)
- Commitment to development of the staff team through training and learning opportunities
- Free Parking
- Optional enrolment into the Benenden Health
- Death in Service Insurance Benefit 2x Salary

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:**

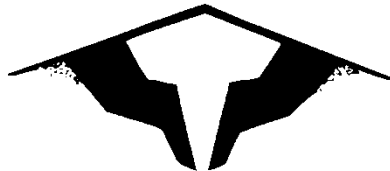
**HR Department  
Camphill Community Glenraig  
4 Seahill Road  
Craigavad  
Holywood  
Co Down  
BT18 0DB**

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.

**CAMPHILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER**



**CAMPHILL COMMUNITY GLENCRAIG**

**POSITION APPLYING FOR: Waking Night Children's Residential Worker**  
**(24/51/WNCRW/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 Information Which Has Been Sought Will Be Considered

**PLEASE RETURN COMPLETED FORMS BY: 4pm – Friday 9<sup>th</sup> August 2024**

**By email to: [hr@glenraig.org.uk](mailto:hr@glenraig.org.uk)**

Monitoring Form must accompany application forms to be considered for shortlisting.

Surname:	Title: Mr/Mrs/Miss/Ms
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	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>						
<b>Are you currently NISCC Registered?</b>						
<b>Were you referred by an existing Camphill Community Glencraig Employee?</b> Yes / No  <b>If yes, Please enter the employee's name here:</b> _____						



## 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 you are advised to give precise dates for each period of employment, where possible. 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
		___/___/___	___/___/___ —
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___ —
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p>			

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) ..... ..... .....			
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 .....			







## 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 Glencairg reserves the right to seek a reference from any previous employment.

<b>Current Employer</b>	
Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
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>
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## 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><b>Please ensure that you have completed all relevant parts of this application form.</b></p>
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## CAMPHILL COMMUNITY GLENCRAIG

Camphill Community Glencraig 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.

**Please complete and return this form a sealed envelope, along with your application form.**

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**Gender** Male  Female

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### 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.

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**Are you married or in a civil partnership** YES  NO

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**Age:** 16-24  25-29  30-34  40-44  45-49   
50-54  55-59  60-64  65-69  65+   
Prefer not to say

**DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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### How would you describe your national identity?

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

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### 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  Welsh  Scottish  Northern Irish  Irish   
Irish Traveller  Other White Background

**Mixed / multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian   
Any other mixed background

**Asian / Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background

**Black / African / Caribbean / Black British**

African  Caribbean  Any other Black / African / Caribbean background

**Other ethnic group**

Arab  Any other ethnic group

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**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?

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**What is your sexual orientation?**

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"/>

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**Do you have any caring responsibilities?**

None	<input type="checkbox"/>		
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 (over 18)	<input type="checkbox"/>	Primary carer of an 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.

**Please complete and return this form a sealed envelope, along with your application form.**

### **Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

#### **In Confidence**

<b>Do you have any prosecutions pending?</b> (if yes give please give details)	<b>YES</b>	<input type="checkbox"/>	<input type="checkbox"/>

