



## **JOB ROLES AND DESCRIPTION**

Green Harvest management and staff have their roles clearly defined for everyone's understanding and in accordance to the company's policies and procedures.

Management duty to staff will ensure:

- They assess all risks to members of staff and bring it to the attention of senior management.
- They provide a safe place of work for staff with adequate facilities and safe access and egress.
- They complete an accurate staff records.
- Training and development needs are met for all members of staff regardless of their position within the placement unit and carry out feedback appraisal. A minimum of 5 training days per annum.
- That all staff undergoes regular supervision on a monthly basis and for key workers under probation forth nightly.
- Maintain up to date records on all staff to a high standard.
- That Safeguarding and safer recruitment policy is adhered to when recruiting a new staff member.
- All staff member must undergo a two weeks' induction training.
- All staff member familiarises themselves with the handbook and all company policies and procedures.

Management duty to young people:

- Ensure their needs are met at all times throughout their stay in the placement unit.
- Ensure that every young person is settled in and welcomed at the beginning of placement.
- That every young person has their induction park which contains their hand book and license to occupy.

### **Keyworker Job Purpose:**

- To be responsible as a member of the staff team to formulate support plans with young people, construct packages of support to meet their needs and for the direct day to day support.
- Act in the capacity of an allocated keyworker, ensuring that recommendations and plans set out in young people's LAC review or pathway plans are being met and through positive intervention support young people to move forward towards independent living.
- To promote young people's physical, emotional and social welfare; promoting their capacity to take responsibility for themselves and to act responsible towards others; in accordance with the Children (Leaving Care) Act 2000.

**Personal Specification:**

**Main Duties and Key Responsibilities:**

- Direct work with young people, key working and generally taking an active part in providing support on a shift work basis, including sleep-in shifts.
- Working in partnership with young people, their social worker and carers and other relevant agencies. To co-ordinate, monitor and review Pathway Plans for all allocated young people preparing to make the transition to adulthood and greater independence.
- Taking responsibility for the upkeep of the establishment with regard to health and safety and primary care issues, as well as making autonomous decisions about individual young people's requests and behaviour whilst on shift.
- Administrative work and record keeping associated with key working responsibilities and the daily running of the unit.
- To ensure that young people carry as much responsibility for their own lives as they can reasonably and demonstrably be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives, supporting them and helping them towards taking greater control and responsibility
- To provide support as appropriate when a young person moves onto independent living.

**Household Responsibilities:**

- To share in the practical activities necessary to maintain the House.
- To care for the fabric, equipment and overall environment
- To be accountable for moneys allocated for specific purposes
- Reporting repairs and ensuring that necessary actions are taken

**Personal:**

- To keep abreast of good practice in order to develop skills, knowledge and experience, in accordance with a personal development plan.
- To make use of regular professional supervision.
- To report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.

**Additional Duties:**

- To carry out any other reasonable duties as requested by management.
- To work shifts including weekends and bank holidays on a rota basis as required

This job description outlines the general ways in which it is expected you will meet the overall requirements of the post. The list of tasks is not an exclusive one and duties may vary from time to time.