



D & S Care Homes

**D & S Care Homes**  
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# Recruitment & Welcome Pack

*'helping young people help themselves'*

D & S Care Homes Limited  
Registered in England & Wales - Company Number 09272412  
Registered Address: Water Street Business Centre, Water Street, Port Talbot, SA12 6LF

## Welcome to D & S Care Homes

Are you a caring and sensitive person who wants to work with young people?  
Do you want a challenging but rewarding job, where you solve problems every day?

Are you honest, committed and reliable?

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

Then this may be the opportunity you've been waiting for

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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 support and develop staff. New staff will commence on a 6 month probation during which they will receive supervision twice a month, then monthly thereafter.

We are an equal opportunities employer.

Enclosed is the following information: -

- Job Description
- Personal Specification
- Proposed Initial Training
- Pay Package
- Application Form

# Job Description

<b>Job Title:</b>	Residential Child Care Officer (RCCO)
<b>Responsible to:</b>	Directors
<b>Reports to:</b>	Registered Manager

## General description of duties

To provide residential care services for young people within clear policies and procedures. To work within care plan guideline as agreed with the local authorities 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 all our young people. Ensure awareness of relevant safety procedures including risk assessments and fire procedures. Promote healthy lifestyles for young people within care plan guidelines.
5. Act as a facilitator and key worker for young people. Endeavour to develop a close, professional, and nurturing relationship with them. Act as their advocate in all aspects of care both within and outside their home
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. Undertake sleep in duties as required on a rotational basis
8. Contribute to a full therapeutic service for young people, providing appropriate levels of activity, stimulation and direct work
9. Liaise with outside agencies as required in a professional and proactive manner at all times
10. Undertake key worker duties when required in line with agreed policies and procedures
11. 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
12. 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 other Legislation of relevance.
13. Maintain confidentiality as appropriate within agreed policies and procedures and work within Data Protection guidance.
14. Maintain a commitment to your own training needs and participate in training programmes as agreed within your own development programme
15. Undertake regular supervision and be reflective in relation to your own practice.
16. Maintain high standards of hygiene and cleanliness whilst in work, as well as
17. contributing to the maintenance and upkeep of property and gardens.

This job description reflects the main areas of responsibility and the post holder will be expected to adopt a flexible approach and take on other duties from time to time.

- Full time hours of work are 37 hrs per week at 52 weeks of the year
- 28 days holiday entitlement inclusive of bank holidays
- Christmas day and New Years day are paid at double time
- Shifts are based on a rota pattern that may include sleep ins
- You will be 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 and discussion

All contracts of employment are with **D&S Care Homes Ltd.**

# Personal Specification

Residential Child Care Officer (RCCO)

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

## Training

We are committed to the training and development of our staff and invest heavily in training because we believe that this is the way to provide the best service to our young people. Time spent on training is paid for but we also believe that this commitment is mutually beneficial and if you leave the Company you will be required to re-pay the costs incurred by us on your training, at a proportioned rate. However, the certificates will remain your property so that you can take them with you onto your next place of work – please refer to our Training Policy for full details.

We have a structured induction process which guides new members of staff through the first 6 months of employment.

Training timeline guide is as follows:-

### **Mandatory – First 6 Months of Employment**

- D&S Care Homes Staff Work Induction Booklet – completion within first 3 months
- SCIF – completion within first 6 months
- Registration with the Care Council – at 6 months
- NVQ L3 Health & Social Care Children and Young People – commence at 6 months and on successful completion of the Company's probationary period

### **Priority Training – On Going**

- Emergency First Aid
- Food Hygiene
- Fire Safety
- Child Protection/Safeguarding/Sexual Exploitation
- PAMOVA

### **Desirable – On Going**

- First Aid (3 day advanced course)
- H&S
- H&S Risk Assessment
- Fire Marshall
- Medication
- Manual Handling
- Sexual Exploitation
- Drugs and Alcohol Awareness
- Epilepsy
- ADHD
- Attachment Disorders

This list is an example of training but there are many more that might be accessed depending on the needs of the staff member and the Home.

Employees who complete their NVQ L3 have the opportunity to undertake the NVQ L5 Leadership in Health & Social Care Children & Young People Services Residential Management Wales, if their role permits and at the discretion of management.

## Pay Package

- Union membership is encouraged and information may be handed out during induction.
- Pension schemes will comply with current legislation
- Sleep-ins will be paid at the basic minimum wage rate that applies at the time and these are usually 12 hour shifts.
- RCCO staff salary band is £16,000 - £18,000.00 a year full time
- On-Call allowance paid at £10 per day (usually team leaders and Managers)

Note:

Unqualified staff will commence at the bottom of the pay scale but will increase to the middle of the band on completion of the company's induction training programme (usually 3-6 months) and then to the top of the scale on completion of the NVQ level 3.

**Contact Us Now on**

**01639 687 121**

**or**

**email: [admin@dscarehomes.co.uk](mailto:admin@dscarehomes.co.uk)**

**Private & Confidential**  
**D & S Care Homes**  
**Application for Employment**

Position Applied For:

**Personal Details**

Title

Forename/s

Last Name

Address

Postcode

Telephone No.

email

NI No.

DOB

**Employment**  
Current or most recent

Position Held

From (date)

To (date)

Details of Employer

Salary

Notice Required

Reason for Leaving

Brief outline of  
duties and  
responsibilities

### **Employment History**

please indicate all previous employment and include any gaps in employment. You may also include voluntary or unpaid work that you are undertaking or have undertaken.

Dates From and To	Employer Details	Position Held	Salary	Reason for Leaving

**Qualifications**

please indicate all qualifications

Qualification Held	Grade & Date Achieved

**Training**

please indicate any relevant training you have undertaken or are currently undertaking

Qualification Held	Grade & Date Achieved

**Membership of Professional Bodies**

If you have membership with any professional bodies please give details here: -

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### Interests

please tell us about any interests that you may have here: -

### References

please supply the names and contact details of two referees, one of whom must be your current or most recent employer. These should not include relatives.

#### Current or Most Recent Employer

Name

Address

Postcode

Relationship

Telephone No

email

#### Other

Name

Address

Postcode

Relationship

Telephone No

email

## **Criminal Record**

Do you have any unspent or pending convictions under the Rehabilitation of Offenders Act 1974?

Yes/No

If yes please provide details

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and Police Act 1997

If the post for which you are applying is subject to a DBS disclosure you will be required to disclose any criminal convictions, bind over orders or cautions, including those which would normally be considered spent. Do you have any criminal convictions, bind over orders or cautions?

Yes/No

If yes please provide details

Criminal records will not necessarily prevent you from working for D & S Care Homes. This will depend on the nature of the job and the circumstances of your offence/s.

## **Driving**

a) Do you hold a valid full driving licence?

Yes/No

b) Do you have any endorsements

Yes/No

If yes please provide details

c) Have you had any accidents in the last 5 years?

Yes/No

If yes please provide details

d) Have you made any insurance claims in the last 5 years?

Yes/No

If yes please provide details

### Other

A) Do you have any employment other than your main job?

Yes/No

If yes please give details

### Health

Have you any health issues:

Yes/No

If yes please give details

### Declaration

Please read this carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....

**Please be aware that any job offer will be subject to identification checks in order to prove you are eligible to work in the UK**

Completed applications should be forwarded to: -

Private & Confidential  
D & S Care Homes Ltd  
Ty Cwmafan  
Cunard Row  
Cwmafan  
Port Talbot  
SA12 9ED

Or email to [admin@dscarehomes.co.uk](mailto:admin@dscarehomes.co.uk)

Please ensure the envelope is marked Private & Confidential