



<b>POST:</b>	MENTOR
<b>HOURLY:</b>	£9.87 (driver) & £69.79 per sleep in shift
<b>ANNUAL:</b>	£31,411 per annum (based on 44-hours per week & 11 sleep in shifts per 4 week rota)
<b>LOCATION:</b>	EASTBOURNE / HASTINGS
<b>REPORTS TO:</b>	HOME MANAGER / SENIOR MENTOR

### MAIN PURPOSE OF JOB:

- The Mentor is responsible for assisting in the promotion of good childcare practice, in accordance with Anderida policy and procedure;
- The Mentor will provide care for young people in residence, participating in the assessment of their needs and the implementation of plans for their future;
- The Mentor will assist in the administration of the Home.
- The Mentor will provide, as a team member and individually, an environment in which individual resident's needs are met i.e. physical, social, cultural, educational and recreational, in a professional and safe manner consistent with the aims and objectives of Anderida.

### RESPONSIBILITIES, DUTIES AND TASKS:

The Mentor will be responsible for -

- 1.1 The care of physical and personal needs of residents including:
  - a) Providing for their basic needs
  - b) Providing for their social, emotional, cultural, religious and recreational needs
  - c) Participating in the formulation of care plans
  - d) Participating in educational and training activities
- 1.2 Forming relationships with young people which will facilitate the care and assessment process and encourage them to participate fully in the opportunities offered by the Home;
- 1.3 Accompanying young people on outside activities, sometimes overnight or overseas;
- 1.4 Ensuring that supervision and support for young people is maintained;
- 1.5 Being equipped and prepared to physically intervene if required to keep the young people and wider community safe;
- 2.1 Liaising with relatives, other significant people and outside agencies;
- 2.2 Participating fully in the working rota, including a twenty-four-hour shift pattern, incorporating sleeping in duties on a regular basis;
- 2.3 Keeping abreast of developments in theory and practice of childcare;

- 2.4 Being familiar with Anderida policies and procedures;
- 2.6 Attending and taking an active part in team meetings;
- 2.6 Participating in in-house staff development and training programmes;
- 2.7 Actively promoting the role of the home;
- 2.8 Assisting in the domestic chores of the home including such duties as shopping, cleaning, laundry, cooking and minor maintenance;
- 3.1 As an appointed keyworker, use care plans to identify and meet the needs for those whose care you are responsible for;
- 3.2 Encouraging your Key Resident to become self-sufficient by drawing up and discussing appropriate care plans.
- 3.3 Follow as closely as possible the procedures laid down by Anderida in the Keyworker Tasks document.
- 4.1 Participate in staff development and training programmes, including mandatory physical restraint training, formal supervision and group discussion;
- 4.2 Participate in the decision-making process of the home, including case conferences, care planning, staff meetings and residential meetings;
- 4.3 Identify areas for further development required by residents;
- 4.4 Attend supervision on a monthly basis.
- 5.1 As an appointed Keyworker, keep accurate and detailed case records using Anderida Adolescent Care's case recording system;
- 5.2 To carry out and contribute to good administrative practice through proper use of recording systems.
- 6.1 Assist in developing and maintaining good links with the local community;
- 6.2 At all times to be aware of and observe the policies and procedures of Anderida Adolescent Care;
- 6.3 Ensure that your conduct both within the workplace and outside, does not reflect adversely on Anderida Adolescent Care or its residents;
- 6.4 To perform any other duties as required by the Home Manager which may be deemed to fall within the scope of this post.

#### **CONTACTS:**

In all contacts, the post holder will be required to present a good image of the Directors and the Organisation as well as maintaining constructive relationships;

**Internal** - All Mentors, Senior Mentors, Home Managers, Directors

**External** - Service Users, Youth Offending Teams, Police, Significant Other Support Networks (integrated services, education, youth service)

#### **NOTES:**

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

Anderida Adolescent Care reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Anderida Adolescent Care Equal Opportunities policy.

## **PERSON SPECIFICATION – MENTOR**

**Method of Assessment:** Application Form and formal interview

### **Skills and Abilities:**

- a) Ability to be motivated to work as part of a team with a range of backgrounds and experiences in the planning and delivery of positive care for young people in residential care;
- b) Ability to contribute to the development of the Home and company-wide residential care system;
- c) Ability to form and sustain appropriate professional relationships with young people;
- d) Ability to participate in effective care planning and childcare daily practice throughout the Home;
- e) Good level of communication skills, both written and verbal;
- f) Ability to liaise effectively with other staff members, residents' parents and family members, professionals and agencies;
- g) Ability to deal with the Home's petty cash in an efficient and accurate manner, in line with the relevant policies and procedures;
- h) Ability to undertake administrative tasks, including accurate daily recording in line with relevant procedures and policies;
- i) Ability to demonstrate a concrete commitment to equal opportunities and anti-discriminatory practice;
- j) Ability to undertake shift working including twenty-four-hour shifts, weekend working and sleeping in duties, as and when required, in line with the rota in operation in the Home.
- k) Ability to physically intervene to keep young people safe.
- l) The ability to remain calm at all times, sometimes under intense pressure or in extremely challenging circumstances.

### **EXPERIENCE**

- a) For this role It is essential to be computer literate
- b) Some experience in Residential Child Care is desirable

### **KNOWLEDGE**

- a) Some knowledge of relevant childcare legislation, procedures and responsibilities is desirable