



JOB DESCRIPTION

JOB TITLE:	Junior Sister
DEPARTMENT:	Children & Young Adults Service
REPORTS TO:	Matron, Children and Young Adults
RESPONSIBLE FOR:	Care and Voluntary staff in the absence of Children and Young Adults Service Matron and Senior Sister Children and Families

1. Purpose

To provide clinical leadership to the Care Team for the Children & Young Adults Service under the supervision of the Matron, Children & Young Adults.

To lead on the day to day clinical management of the unit under the supervision of the Matron, Children & Young Adults and Sisters.

To support the Matron, Children and Young Adults and Sisters in managing the operational issues of the service.

To participate in the development within the service to meet the needs of children and young adults and their families.

2. Main Accountabilities, Responsibilities & Duties

To take responsibility for maintaining clinical standards as agreed with the Matron Children and Young Adults and Sisters.

To work with others to ensure compliance with the Care Quality Commission regulations.

To support the decision-making process regarding referrals, the development of comprehensive packages of care and the briefing of the Care Team about newly accepted referrals.

Promote communication with professionals in health, social care and education to maintain partnership relationships.

To support a philosophy of service delivery, which is child/young adult, centred and family focused.

To regularly review and update the care requirements of the children/young adults in conjunction with the child/young adult, family and care team which contribute to the Looked After Children Reviews.

Under the supervision of the Matron, Children & Young Adults and Sisters to act as a resource to other health care professionals within and external to St Oswald's.

To develop and maintain specialist skills in caring for children/young adults with complex health needs and neurodisability.

Under the supervision of the Matron Children & Young Adults and Sisters to participate and chair as required regular team meetings.

To take charge of shifts on a regular basis, managing and supporting staff including the responsibility for challenging staff if conduct or standards of care are not satisfactory.

To assist the Matron, Children and Young Adults and Sisters in the planning, development, and evaluation of the service, to meet the needs of children/young adults and their families.

Under the supervision of the Matron, Children & Young Adults and Sisters to participate in the investigation of complaints.

Education/ Research

Under the supervision of the Matron and Sisters, Children & Young Adults to promote and maintain an effective learning environment ensuring appropriate facilitation, supervision, role modelling , education and teaching for staff, visiting health care professionals/students and volunteers.

To work alongside the Matron and Sisters, Children and Young Adults in preparation and implementation of competency based assessment criteria for the development of core clinical skills for nursing and non-nursing staff.

To act as a clinical resource, using research based practise to promote best practise and continuity of care whenever possible.

To assist in identifying and contributing to ongoing education, to allow the care team to support the packages of care being offered to children/young people and their families.

Under supervision of the Matron and Sisters, Children & Young Adults Service to accept lead responsibility for agreed duties and projects including audit.

Under supervision of the Matron and Sisters, Children & Young Adults co-ordinate activities of voluntary staff.

To promote cost efficiency and effectiveness within Children and Young Adults Service.

Collaboration

To maintain partnerships with individuals, groups, communities and agencies.

Leadership

Act as a role model in the delivery of high standards of clinical care.
Responsible for the coordination, day to day management and delivery of high quality care on the Children and Young Adults Unit.

To contribute leadership/day to day line management to staff and volunteers on the Children and Young Adults Unit.

To use effective prioritisation, problem solving and delegation skills to manage own and others time effectively.

To offer clinical leadership to the care team staff

To represent the Children and Young Adults Unit at appropriate meetings/events as delegated by the Children and Young Adults Service, Matron and Sisters.

To develop and maintain a peer network of support, information and learning both within and external to the organisation.

Direct Reporting Staff

To assist the Matron and Sisters, Children and Young Adults in the recruitment of staff.

To work with the Matron and Sisters Children and Young Adults in carrying out training and supervision of staff and volunteers.

To carry out appraisal/one to one meetings with staff and volunteers as agreed with the Matron and Sisters Children and Young Adults.

3. Self Development

To undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.

4. Risk Management including Health & Safety

To adhere to St Oswald's Health and Safety policy as set out in St Oswald's Health and Safety policy statement.

To attend all health and safety training St Oswalds deems mandatory.

To adhere to the responsibilities for line managers as set out in the relevant St Oswalds policies related to the management of risk.

To attend all induction and ongoing risk management and health and safety training for line managers as required by St Oswalds.

To monitor and maintain a safe working environment and working practices at all times and report any unsafe conditions or potential hazards.

To ensure staff and volunteers attend Health and Safety induction and update training as required.

Assist the Matron and Sisters, Children and Young Adults in carrying out risk assessments.

5. Team Working and Conduct

To work as a positive team member at all times, in accordance with St Oswald's Respect at Work Policy and Procedure.

To behave in a professional manner at all times, reflecting and maintaining St Oswald's values and standards of behaviour and generating a positive image of St Oswald's to all stakeholders.

To adhere to all St Oswald's policies and procedures to ensure that these are maintained at all times.

6. Other

To undertake any other duties as appropriate within the competence and general level of responsibility of the post under the direction of the post holders line manager.

The job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of the level of work undertaking, which may vary in detail in the light of changing demands and priorities.

Substantive changes will be carried out in consultation with the post holder.

DIMENSIONS OF POST

Care for individual children and young adults. Care coordinator for certain shifts, Support team leader in supervision of staff and volunteers, Act up in absence of Senior Nurses.

RISK ASSESSMENT

Clinical

DISCLOSURE / LEVEL

An Enhanced DBS (checked against both children & adult barred list)

PREPARED BY/ DATE

Jocelyn Parker, Children & Young Adults Service Manager 19.1.23

PERSON SPECIFICATION

Junior Sister, Children & Young Adults Service

	Essential	Desirable	Where assessed A- Applicati on I- Interview P- Presenta tion
QUALIFICATIONS TRAINING AND EDUCATION			
Registered Nurse Children	✓		A
Mentorship Training	✓		A
Evidence of continued professional and personal development	✓		A
Graduate or working towards diploma or degree		✓	A
Teaching Qualification or experience Non – Medical prescribing Qualification		✓	A
EXPERIENCE			
At least 2 years post registration experience	✓		A
Experience of providing support/care for children /families with special and complex health /social need.	✓		A,I,P
Experience of working in a palliative care setting.		✓	A,I,P
Experience of setting up a new service		✓	A,I,P
Experience of managing a team		✓	I,P
SKILLS, APTITUDES AND ABILITIES			
Excellent communication skills	✓		A,I,P
Relevant current clinical experience	✓		A
Experience of providing training to staff and students	✓		A,I,P
Ability to manage colleagues and students	✓		I
Interview and appraisal experience		✓	I
Leadership potential		✓	I,P
Current clinical knowledge of working with children/young people with life limiting condition and their families	✓		A,I
Experience of working in a community setting.		✓	A
Knowledge of the impact of loss and bereavement on families		✓	I
Good written and oral skills	✓		A, I, P
Proven presentation skills		✓	P
IT skills	✓		A, I
PERSONAL ATTRIBUTES			
Demonstrates St Oswald's values of Compassion,	✓		A,I

Accountable and Authentic, Positive and Can Do, Excellence and Innovation			
Resilient, demonstrating stamina and ability to bounce back	✓		
Ability to inspire confidence and motivate colleagues.	✓		
Team Player	✓		
Self Aware	✓		
Motivated	✓		
A sense of humour	✓		
Diplomatic and sensitive	✓		
OTHER			
Working Internal rotation system (including nights, weekends & Bank holidays)	✓		
WORKING ARRANGEMENTS			
Flexible working would be considered on an individual basis			
SIGNED	Jocelyn Parker, Children & Young Adults Service Manager		
DATE	January 2023		