|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Family Support and Contact Officer**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Family Support and Contact Officer  **Service Area: Children’s Social care**  **Directorate: Services to People**  **Team: Family Support Team** | Salary Grade: Scale 5 |
| **Post Reports to: Team Leader**  **Post Responsible for: N/A** | |
| **Main Purpose of the Job:**   * To transport, supervise, record and analyse contact sessions at a range family centres and the community. * Deliver specific interventions to support social care practice in relation to children in need and looked after children. | |
| **Summary of responsibilities and key areas:**   1. Establish and maintain supportive relationships with children and families in order to undertake supervised contacts and specific packages of work. 2. Work directly with children and young people aged 0 – 18 and their families 3. Maintain awareness of the range of local organisations and services and work in partnership for the benefit of Stockport families 4. Undertake parenting assessments as required using a range of models, to identify risk and protective factors 5. In partnership with families, carers and other professionals, plan and deliver evidence based intervention strategies and parenting support packages to enable parents to recognise, understand and make positive changes. 6. Work in a variety of community based locations including family and carer’s homes. 7. Plan, supervise and record contact sessions between parents, siblings, children and young people in order to inform the relevant decision making and planning processes. 8. Transfer children and young people to and from contact sessions as appropriate. 9. Support children with life story work and life story books 10. Ensure all work is recorded within timescales and accurately in line with the relevant policy and procedures, and Council confidentiality requirements. 11. Attend and contribute to a variety of meetings through the provision of verbal and written reports. 12. Provide written/verbal evidence to court if required. 13. To support receptionist cover and administration of the family centre (where required) 14. Take responsibility for own continuing professional development including reflecting on practice 15. Attend and participate in supervision sessions, team meetings and training programmes, in accordance with Stockport Policy & Procedures. 16. Participate in Risk Assessments and act in accordance with Health & Safety Policy & Procedures and work collaboratively with a range of partners as appropriate | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

****

Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

|  |  |
| --- | --- |
| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Substantial statutory or voluntary work experience with parents and children/or relevant experience with parents and children/or relevant experience of caring | Essential |
| Knowledge of the early help interventions | Essential |
| Excellent observation and recording skills | Essential |
| Understanding of issues related to parenting and family dynamics | Essential |
| Positive commitment to work in partnership with other agencies and organisations | Essential |
| Knowledge of child development | Essential |
| Understanding of supervised contact and related issues for parents, carers, siblings, children and young people | Essential |
| Ability to communicate effectively with children and young people | Essential |
| Ability to act on own initiative and work under pressure | Essential |
| Good organisational skills | Essential |
| Ability to communicate effectively with parents, carers and professionals using literacy, IT and oral techniques | Essential |
| Ability to work effectively as a member of a team and co-work with colleagues | Essential |
| NNEB or NVQ Level 3 in Health and Social Care or relevant qualification | Essential |
| Full diving licence and use of a car for work | Essential |