

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Family Group Conference Co-ordinator | |
| **Directorate:** Health and wellbeing | **Division/Section:** Early Help |
| **Grade: Grade 7** | |

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| **Job Purpose:**   * To co-ordinate Family Group Meetings, being responsible for preparing families, children/young people and/or vulnerable adults and professionals for Family Group Decision Making meetings, (FGDMs) and Reviews. * To be responsible for the negotiation, mediation, and facilitation of the FGDM process. To facilitate the FGDM, agree, write up and circulate the Family Plan. * To manage the conference positively and sensitively so that extended families and friends can meet to address family difficulties using their own experience, knowledge and strength. |

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| **Key Tasks:**  The Co-ordinator acts as an independent and neutral facilitator of the FGDM process.   * To receive referrals and to meet with the referrer and/or relevant professionals to identify the reasons for the request, clarify concerns and expectations and agree respective roles and responsibilities. * To meet with family members to outline the family group decision making process and to map out and negotiate the attendance of a family wide network (which may include significant others who may not be blood related). * To invite and prepare all relevant family and extended family members to attend the meeting. * To prepare relevant professionals for the meeting and to assist them to think about information for the family which is clear, concise and provides information about concerns and potential resources. * To exclude certain family member(s) if necessary, in the interests of the child/ren and arrange if appropriate an alternative method of contribution to the process. * To ensure the meeting is held at the appropriate time and location to suit the family group, ensuring the FGDM is efficiently organised, venues are booked, travel arrangements made, letters of invitation sent out and light refreshments provided. * To ensure that the family network has private time without professionals to consider a plan. * To ensure the Family Plan is written up, agreed with professionals, and circulated to all parties within set timescales. * Contribute to awareness raising and training so that social workers, line managers, students and multi- agency staff, including those from a wide range of partner agencies, are fully aware of the implications, procedures and effectiveness of the FGDM model. * Gather feedback from service users and professionals |
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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the Council and Directorate including customer care, data protection, finance and health and safety policies. 3. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures. 4. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Colleagues in a wide range of public and voluntary sector organisations, especially those delivering universal and early intervention services; Colleagues within the service; other employees of the Council and other Local Authorities. |

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| Relationship To Other Posts In The Department:  **Responsible to: Family Group Conference Manager**  **Responsible for: n/a** |
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| **Special Conditions:**   * Enhanced CRB Disclosure |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Created** | July 2018 | Gerard Gudgion | Early Help Operational manager |
| **Reviewed** | October 2019 | Debbie Holland | Early Help Service Manager |
| **Reviewed** |  |  |  |

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**PERSON SPECIFICATION**

**Job Title:** Family Group Conference Co-ordinator

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|  | Selection criteria  (Essential) | Selection criteria (Desirable) | How Assessed |
| Education & Qualifications | A Social Work degree or an equivalent recognised Qualification at degree level  Completed Family Group Conference training and /or FGC accreditation | An appropriate Post Qualifying Award, in an appropriate discipline | Certificate  (produce at Interview)  Certificate  (produce at Interview) |
| Experience | In depth understanding and extensive experience of working with the Family Group Conferences in a Children and Families SW setting/ Child Protection, pre proceedings and court proceedings or at Early Help level.  Experience of working with or facilitating FGC’s with Families, children and young people with complex health and social care needs or a history of abuse and or domestic violence  Experience of undertaking accurate and sensitive assessments of Service Users, Carers and Families to produce Care/ Support Plans  Experience of prioritising own workload, setting objectives and outcomes, and maintain accurate case records  Experience of Outcome focused working |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |
|  | Experience of working in multi-disciplinary team to deliver social work services  Experience of analysing and collating information, and writing reports appropriate to formal settings |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |
| Skills & Abilities | Ability to negotiate with others both internal and external, e.g. health service or voluntary sector organisations, to secure appropriate services for Service Users, Carers and Families  Interpersonal skills to deal with conflict in a confident yet sensitive way  I.T. Skills to use word processing, spreadsheets and databases, including the Council’s electronic records management systems |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |
| Knowledge | Detailed knowledge of the relevant legislation, codes of practice, National Guidelines and Government initiatives connected with service delivery in this field of social work.  Knowledge and understanding of issues relating to BME communities and their cultures.  Knowledge and understanding of issues relating to Participation for Children and Young People.  Knowledge of issues related to effective Group Work  Knowledge and understanding of strength- based/ therapeutic approaches and communication.  Knowledge and understanding of equalities and diversity issues in connection with delivering social work  In-depth knowledge of issues which may relate to and affect the client group the post is working with |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |
| Work Circumstances | Willingness to participate in learning and training activities including undertaking additional qualifications  Driving Licence or able to travel independently across the Borough of Oldham  Able to work unsocial hours |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; P = Portfolio

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**