BURY COUNCIL

JOB DESCRIPTION

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| **Post Title: Child and Family Worker** |
| **Department:** Children, Young People and Culture | **Establishment/Post Number:**  |
| **Division/Section:** Team Oasis  | **Post Grade:** Grade 8 |
| **Location:** Based at East Spoke Children Centre (Redvales)You must also be prepared to work within the community any other establishment within the Borough. | **Post Hours:** 37hrs |
| **Special Conditions of Service:** Car User Allowance will be payable.Part of the work will be outside normal office hours. |
| **Purpose and Objectives of Post:****The Purpose** of the post is to provide practical and emotional support to children young people and their families to safeguard and promote their welfareWork with parents and families to enable them to make positive changes and meet their children’s care needs in order to enable them to achieve their potential**The Objectives are**1. Promote Parents, children and young people’s participation
2. Contribute to the assessment of risk and work within the Local Authority’s safeguarding procedures, as appropriate to your role.
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| **Accountable to:**Assistant Director - Social Care and Safeguarding  |
| **Immediately Responsible to:**Team Oasis Team Manager |
| **Immediately Responsible for:**N/A |
| **Relationships: (Internal and External)**InternalWith other Childrens’ Services staff ExternalWith those children and their families who are in receipt of services.With staff in other sections/departments of the Local Authority as appropriate including SCIL Team, Community Safety Team and STRIVE Lead Worker.With Police personnelWith Health Authority personnel, including health visitors, school nurses and GP’sWith staff in relevant statutory and voluntary organisationsWith members of the Council, members of the public and the local community |
| **Control of Resources*** To work within controlled budgets.
* To adhere to policies of health and safety in relation to yourself and others.
* Use of office equipment e.g. Laptop, PC, mobile phone
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| **Duties/Responsibilities:*** Provide practical and emotional support to children and their families to support the

implementation of the child’s plan* Plan and implement programmes of agreed work with children/young people and their families.
* Work with parents to equip them with the necessary skills to promote child/young person’s appropriate development.
* Work in partnership with other agencies to devise workable strategies for managing

behaviours* Support parents in carrying out behavioural programmes
* Support children and parents to attend appointments
* Visit children and young people at home and in school
* Advocate with and on behalf of the children and their families
* Undertake life story work

**Promote Parents, children and young people’s participation*** Develop social opportunities and age appropriate skills
* Actively engage with children and young people to ascertain their wishes and feelings
* Empower and develop the skills of parents, children and young people to express their views appropriately

**Contribute to the assessment of risk and work within the Local Authority’s safeguarding procedures, as appropriate to your role.*** Contribute to and inform the completion of the Local Authority’s assessment reports subject to the requirements of the allocated Social Worker.
* Create and implement targeted pieces of evidenced based parenting work using recognised assessment and planning tools in line with the Local Authorities procedures.
* Contribute to and inform the reports and assessments completed by Social Workers within legal proceedings
* Contribute to and inform statutory meetings in relation to the child

To work cases in line with Departmental policies and procedures by:* Work within the local authority’s policies and procedures to safeguard and promote the welfare of the child and young people
* Organise and /or participating in inter-agency planning meetings, conferences and

reviews promoting the involvement of children, young people and their families.* Provide relevant reports for the above meetings
* Maintain accurate case records

**General*** To participate in all supervision sessions as required and undertake employee reviews in line with policy
* To work as part of a team and to participate in regular team meetings
* To undertake training and development opportunities relevant to the job
* To work within all statutory regulations, policies and procedures in line with Bury Council
* Raise awareness and provide information in the community of the services available to children and their families.
* Contribute to the development of the team and its efforts to improve services

**To undertake responsibilities specific to the post of Child and Family Worker (CWD) within Team Oasis:*** To work alongside universal agencies working below statutory threshold and attending TAF meetings.
* Organise and co deliver group work with the assistance of social workers within the team.
* Contribute to TAF reviews, completion of home visits and attendance at meetings, school reviews and other multi-disciplinary meetings.
* Under professional direction to contribute to the reassessment of the child, young person and families
* Complete Early Help Family Support /Team around the Family plans reflecting the authorised assessment
* Undertaking monitoring and reviewing function of the TAF plans
* Undertaking TAF reviews, completion of home visits and attendance at EHCP meetings, school reviews and other multi-disciplinary meetings.

Where an employee is asked to undertake duties other than those specified directly in his/her Job Description, such duties shall be discussed with the employee concerned who may have his/her Trade Union representative present if so desired. |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager | Sign: | Date: |

**DEPARTMENT FOR CHILDREN, YOUNG PEOPLE & CULTURE**

**Child and Family Worker Person Specification**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** |
| Commercial Thinking & Analysis |  | Planning |  |
| Customer Service |  | Developing Self & Others |  |
| Delivering Results |  | Teams, Networking & Partnerships |  |
| Values, Ethics & Diversity |  | Adapting to Change |  |
| Delivering a Quality Service(Continuous Improvement) |  |  |  |

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Qualifications*** |
| Level 3 or above qualification in Health / Social Care or similar relevant area. | **** |  |
| ***Experience*** |
| Significant experience in working with vulnerable children and their families | **** |  |
| Experience of planning and working with children and families in a multi-disciplinary context | **** |  |
| Experience of lone working and adhering to safe working practices |  | **** |
| ***Knowledge & Understanding*** |  |  |
| Understanding of child development and issues that may require a child to be in need of protection or statutory intervention | **** |  |
| Understanding of the importance of equality, diversity and anti-oppressive practice in the provision of social care  | **** |  |
| Excellent understanding of safeguarding practice |  |  |
| Knowledge of how community based services can be used to bring change to families lives  |  |  |
| ***Other*** |
| Willing to work in a flexible manner outside of normal office hours where required |  |  |
| Willing to undertake training / professional development as required |  |  |

Contd. overleaf

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| Interview / Assessment | Skilled in observation, and analysing interactions ensuring that accurate records and client confidentiality is maintained  |
| Interview / Assessment | Capacity to develop and sustain professional relationships |
| Interview / Assessment | Ability to undertake evidence based assessments and make appropriate recommendations |
| Interview / Assessment | Ability to prioritise and work effectively |
| Interview / Assessment | Ability of influencing others, giving examples of communication style, negotiating techniques and leadership abilities, including managing conflict |
| Interview / Assessment | Capacity to practice ways of working with people that will motivate and empower |
| Interview / Assessment | Ability to promote creative solution to meet the individual need |
| Interview / Assessment | Ability to work in partnership with parents ensuring children’s needs are met |

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues