

# Job Description

<b>Job Title:</b>	Family Support Worker
<b>Grade:</b>	£10 - £12 per hour (Self Employed)
<b>Service:</b>	Potton Kare Services
<b>Reports to:</b>	PKS Service Manager
<b>Responsible for:</b>	To work directly with children in need and their families in the community in order to promote, strengthen and to develop the potential of parents/carers and children in order to prevent children becoming looked after and/or suffering significant harm.

## Job Purpose

Visiting people in their homes, offering practical help and emotional support to families that are experiencing various problems. The primary area of concern for the family support worker is the safeguarding of the children, whose parents might be experiencing multiple and complex difficulties, such as abuse of drugs or alcohol, one parent in hospital or prison, financial or marital difficulties, domestic violence, non-attendance of education.

## Specific Accountabilities of the Role

- To support the care of children where their living arrangements are at high risk of breakdown (including local authority placements).
- To support the reunification of children with their family/other carers in the community.
- Family Support Services will be contracted, time managed, intensive, solution focused and reviewed.
- The Family Support worker will provide both an intensive services to families in crisis and planned interventions as part of agreed plans for children.
- Family Support workers will work in a variety of settings, family and foster homes. They will plan and participate in programmes of work with parents/carers and children, both individually and in-groups.
- Work closely with Social Workers as part of agreed plans for children.
- Liaise with Social Services and
- Keep detailed written records and produce reports to a very high and professional standard (Reports can be used in the court arena), as requested, in accordance with each case.
- Assess and promote children's development.
- Apply individual, family and group work skills
- Develop links with and utilise the resources of the community.



- Attend and participate in Child Protection Conference, Planning and Review meetings, as required.
- Work closely with other professionals, as required.
- Maintain confidentiality
- To take part in any standby arrangements as required.
- Ensure that service users are as fully involved as possible in decisions which affect them individually and seek regular feedback
- Promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting needs of their children.
- Attend Court as a witness as required, in court proceedings, involving children and families.
- To remain informed of current thinking in relation to professional conduct and practice.
- Contribute to service development.

### **Statutory requirements**

This post carries a requirement to have an Enhanced Disclosure and Barring Service (DBS) check (preferably on the update service).

### **General Accountabilities and Responsibilities (All roles)**

- Ensure compliance with appropriate legislation, Potton Group Policies, including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct, Information Security Policies, Social Media Policy and other requirements of Potton Group.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Potton Group's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Potton Group H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Potton Group as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Potton Group will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).



- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

### Person Specification Template

<b>Post Title</b>	Family Support Worker	<b>Grade</b>	£10 - £12 per hour (Self Employed)
<b>Service</b>	Potton Kare Services	<b>Date of Person Specification</b>	November 2020
<b>Criteria</b>	E=Essential, D=Desirable, A/F=Application form I=Interview, T=Test, W=Workplace Assessment		

Job Requirements		Criteria	Method of Assessment	Job Requirements		Criteria	Method of Assessment
<b>Education, Training and Qualifications</b>	Level 3 Residential Child Care Diploma qualification or equivalent	D	AF	<b>Knowledge, Skills and Experience</b>	Attend Court as a witness as required, in court proceedings, involving children and families.	D	AF/I
	Experience in Microsoft office suite of applications (including Word, Excel,) and databases.	D	AF/I		Experience in preparing written records and produce reports, as requested, in accordance with each case.	D	AF/I
	Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support other PKS workers in their development and training.	E	AF/I		Experience in attending and participating in Child Protection Conference, Planning and Review meetings, as required.	D	AF/I

	Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.	E	I		Ability to remain calm in stressful situations.	E	AF/I
					Able to demonstrate sensitivity and understanding at all times	E	AF/I
					Experience in working with children and families	D	AF/I
<b>Communication, Contacts and Relationships</b>	Demonstrate excellent verbal communication skills	E	AF/I	<b>Equalities and Diversity</b>	Shows respect for all groups and individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities.	E	I
	Confident and able to establish and maintain contact with service users, carers and colleagues and more senior staff from other agencies, for example:- Health Visitors, School Nurses, General Practitioners, Paediatricians, Teachers, Probation Officers, Agency Managers.	E	AF/I		Good understanding of anti-discriminatory practice procedures	E	I
<b>Creativity and Innovation</b>	Able to help clients develop parenting and home management skills.	D	I	<b>Resources, data protection and information governance</b>	Experience of working within policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.	E	I

					Ability to demonstrate a high degree of personal motivation and a willingness to learn new skills, taking on challenges and undertake relevant training	E	AF/I
<b>Supervision / Management of People</b>	Experience in attending 1:2:1 discussions or, attending supervision.	D	I	<b>Work Demands and Decisions</b>	Ability to work under own initiative and be able to prioritise conflicting workloads.	E	AF/I
	Experience in communicating with all levels of management and staff	E	AF/I		Ability to work in an environment that may be emotionally demanding	E	AF/I
<b>Any additional factors e.g. additional skills and abilities relevant to the job role:</b>							
<b>Criteria</b>	E - Essential D=Desirable			<b>Method of Assessment</b>	AF - Application Form		
	<b>DWP “Disability Confident Employer” Accreditation</b>				I - Interview		
	Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.				T - Test		
					W - Workplace Assessment or job trial		

