

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Family Worker

Vacancy ID: 008882

Salary: £18,672 - £23,111 Annually

Closing Date: 20/05/2018

Benefits & Grade

Grade F/H

Starting salary is dependent on experience and qualifications

Contract Details

2 Posts, Fixed Term to 31/03/2020

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We are seeking a highly skilled creative individual, who has excellent organisational and communication skills. You will need to have a flexible and fast paced approach, with the ability to work to support, challenge and assist families within their homes that are in crisis and also to undertake planned pieces of intervention.

You will be expected to work with families within Early Help as well as those who have had recent statutory children's services intervention but require ongoing support. Family Workers have responsibility for managing their own caseloads and must be comfortable with chairing meetings and formulating action plans that provide support and address known concerns.

This role may include planned evening and weekend work which meets the needs of these families. A professional and diplomatic approach is essential as the work is of a highly confidential and sensitive nature.

The post holder will be responsible for providing support to children, young people and their families within Children and Social Care. Preference will be given to applicants with the knowledge, significant experience and proven skill with working intensively with families to achieve positive outcomes.

Stockton-on-Tees Borough Council is totally committed to continuous organisational and employee development. The post holder is required to participate fully in all initiatives, which facilitate continuous professional development in both service quality and employee development and performance.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Family Solutions Team Managers, Dominic Rowlands, on 01642 528930, or Cheryl Thomas, on 01642 528874.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

CHILDREN'S SERVICES
JOB DESCRIPTION

Post Title: Family Worker
Post Ref: 34443 / 34444
Grade: F/H
Responsible to: Team Manager
Family Support/Fieldwork/Permanence/Referral and Assessment

Job Purpose:

To provide support to children under 18 and their families/carers within Children's Services premises or in the wider community as appropriate.

Main Duties and Responsibilities**At Grade F the job holder is required:**

1. To act as lead professional for children at level 2/3 on continuum of need (below social care threshold) and to ensure identified actions and plans are appropriately implemented.
2. To carry out discrete pieces of work on cases held by social workers e.g. parenting assessments, contributing to life story work.
3. To provide welfare support to families entitled to early learning for disadvantaged two year olds.
4. To conduct outreach work/welfare visits on cases held by social Workers.
5. To supervise contact sessions as required.
6. To safely transport children.
7. To contribute to a range of meetings, including child protection conferences and looked after children reviews both verbally and in writing.
8. To be involved with planning, implementation and review of specific interventions with individuals and groups e.g. budgeting, food preparation and parenting skills.
9. To contribute to court reports and to give evidence under oath as directed by court.
10. To handle cash as authorised by team manager with regard for appropriate council policies and procedures.
11. To ensure all interventions are fully recorded in line with Stockton-on-Tees Borough Council's recoding policy and procedures.
12. To provide service according to identified needs of children and families as directed by team manager between the core hours of 7.30am – 8.00pm (Mon – Fri) and 9.00am – 5.00pm (Sat - Sun).

13. To undertake any training and development necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of colleagues for which the post holder is responsible.
14. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
15. Assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
16. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
17. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

In addition, at Grade H the job holder is required:

18. To act as lead worker on parenting assessments.
19. To lead on the delivery of group work e.g. parenting programmes.
20. To plan, implement and review specific interventions with individuals and groups e.g. budgeting, food preparation, stimulation and parenting skills.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, policy, procedures and working practices as directed from time to time.

The post holder is required to have undertaken a DBS check at the appropriate level and continued employment in the role is subject to such a check being satisfactory. A further check will be required to be undertaken every three years. The post holder must notify the Head of Service if he/she received a caution or is convicted of a criminal offence during the course of employment.

**CHILDREN'S SERVICES
PERSON SPECIFICATION**

Post Title: Family Worker
Post Ref: 34443 / 34444

	Essential	Desirable
Qualifications and Education	<p>Minimum of 5 GCSEs grade A – C or equivalent</p> <p>Childcare qualification e.g. NNEB, NVQ Level 3 in Childcare, BTEch in Childcare</p> <p>Or Level 3 qualification in a Children and Families Services related area</p>	<p>Level 3 qualification in Information Advice and Guidance (IAG)</p> <p>Qualification in Counselling</p>
Experience and knowledge	<p>Significant experience of working with children and families</p> <p>Understanding of child/adolescent development</p> <p>Basic understanding of legislative and policy context for children's social care services</p> <p><u>At Grade H:</u> Significant experience of working with children and families in a range of settings</p> <p>Knowledge of child and adolescent mental health issues</p>	<p>Knowledge of child and adolescent mental health issues</p>
Skills	<p>Ability to communicate with children, families and other professionals</p> <p>Ability to plan and implement intervention activities with children and their families</p> <p>Recording and report writing skills</p> <p>IT skills</p> <p><u>At Grade H:</u> Ability to plan, implement and review specific interventions with individuals and groups.</p>	<p>As travel between venues across the borough is required, a full driving licence and access to a motor vehicle would be an advantage.</p>

Personal Attributes	<p>Good interpersonal skills</p> <p>Ability to work as an individual or work as a team member.</p> <p>Ability to travel across the Borough independently.</p> <p>Willingness and ability to work flexibly between the core hours of: 7.30am – 8.00pm (Mon – Fri) 9.00am – 5.00pm (Sat - Sun)</p>	
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Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.