

**DARLINGTON BOROUGH COUNCIL**

**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Keeping Families Together Worker</b>
<b><u>GRADE :</u></b>	<b>Grade M</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>E3394</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Team Manager / Advanced Practitioner</b>
<b><u>JOB PURPOSE :</u></b>	<b>To undertake and ensure the effective delivery of preventative work with children, young people and their families with specific focus on young people remaining in the care of their family.</b>
<b><u>POST NO.</u></b>	<b>D14070</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. To work in partnership with children, young people, their families and other professionals to support families who have multiple problems by providing targeted interventions. This may include supporting families who meet the criteria for any current or emerging national initiatives.
2. To coordinate packages of support to children and their families working alongside a range of professionals.
3. The interventions will include working with families to address issues such as behaviour, relationship difficulties within the family, anger management, employability and to help children at the edge of care by supporting parents in developing strategies to enhance their parenting skills to prevent family breakdown.
4. To have an understanding of key issues that impact upon families, for example, domestic abuse, substance misuse, mental health, debt and anti-social behaviour. To support assessments and planning to reduce the impact of these issues on the children and their families. To offer advice and guidance to the whole team dependant on specialist areas of knowledge.
5. To provide intensive practical support and advice and guidance to children, young people and their families and where appropriate refer to other agencies.
6. To have an understanding of child development, family dynamics and the impact of family life.

7. To adhere to practise standards timescales and contribute to the performance agenda.
8. To assist by undertaking appropriate additional tasks that supports the delivery of specific case interventions
9. To play a key role in the assessment and identification of the needs of children and young people in the context of a whole family approach. To contribute, lead and deliver a package of interventions to address needs through assessment, planning, review and direct work.
10. To support extended family to understand how the intensive interventions are part of an overall plan for the child or young person and ensure the service delivery complements that plan
11. To actively contribute to the ongoing development of the Keeping Families Together service. Participate in team meetings and training sessions where appropriate.
12. To enter data on to the electronic case management system, which will include notes of observations made during interventions and work within agreed timescales.
13. This post involves frequent contact with and occasional responsibility for children.
14. This post requires frequent working outside of normal office hours.
15. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
16. To understand and ensure the staff team are familiar with the LSCB Child Protection Procedures and to implement them appropriately.
17. To participate in 1-1 supervision and completion of Personal Development Plans to practise.
18. To adhere to all other published policies, standards and procedures for the delivery of social care services.
19. To highlight any deficiencies in the standard of service delivery and to inform line management about unmet needs, gaps and shortfalls in service provision.
20. Carry out your role in line with the Council's Equality agenda.
21. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
22. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
23. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

25. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
26. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council
27. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: September 2018

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**CHILDRENS AND ADULTS SERVICES**

**KEEPING FAMILIES TOGETHER WORKER**

**POST NO. D14070**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	NVQ3 or equivalent recognised professional qualification relevant to service specialism (e.g. childcare, youth studies, community development, social care, health etc. mental health)	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>2</b>	Approx. 2 years' experience of working with and supporting parents and families	<b>E</b>	
<b>3</b>	Experience of delivering family support in the home and community setting	<b>E</b>	
<b>4</b>	Knowledge of relevant practice e.g. childhood and adolescent development, family dynamics, domestic abuse, drug and alcohol, etc	<b>E</b>	
<b>5</b>	A working knowledge of the Early Help framework / Edge of Care delivery or Looked After System	<b>E</b>	
<b>6</b>	A working knowledge of Edge of Care delivery or Looked After system		<b>D</b>
<b>7</b>	Experience and knowledge of parenting programme delivery		<b>D</b>
<b>8</b>	Understanding of children with additional needs	<b>E</b>	
<b>9</b>	Understanding and experience of using 'Team around the Family' approaches to influence positive change		<b>D</b>
<b>10</b>	Experience of working in a multi-agency approach	<b>E</b>	
<b>11</b>	A working knowledge of early intervention and safeguarding	<b>E</b>	
<b>12</b>	An understanding of national programmes with a focus on working with families		<b>D</b>
<b>13</b>	Approx. 2 years' experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
	<b>Skills</b>		
<b>14</b>	An ability to critically analyse and link information about families to identify emerging or historical patterns of behaviour that are detrimental to the health and well-being of children	<b>E</b>	
<b>15</b>	An ability to work across agency and service boundaries to maximise resources for children and their families	<b>E</b>	

<b>16</b>	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	<b>E</b>	
<b>17</b>	Ability to work individually and as part of a team	<b>E</b>	
<b>18</b>	Ability to engage positively with service users, colleagues and the most difficult to engage families	<b>E</b>	
<b>19</b>	Be able to work shifts, including weekends.	<b>E</b>	
<b>20</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	<b>E</b>	
<b>21</b>	To be able to accommodate changes in work patterns at short notice	<b>E</b>	
<b>22</b>	Ability to monitor understanding of others, develop approach and take corrective action if required	<b>E</b>	
<b>23</b>	IT literate, capable of using MS Word/Excel and office packages.	<b>E</b>	
<b>Personal Attributes</b>			
<b>24</b>	Ability to demonstrate creative skills	<b>E</b>	
<b>25</b>	Flexible and proactive attitude to work	<b>E</b>	
<b>Special Requirements</b>			
<b>26</b>	Ability to work in a flexible manner including evening and weekends on an regular agreed basis	<b>E</b>	
<b>27</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
<b>28</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	
<b>29</b>	Interest in working with children to promote their development and educational needs.	<b>E</b>	
<b>30</b>	Ability to form and maintain appropriate relationships and personal boundaries with children.	<b>E</b>	
<b>31</b>	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	<b>E</b>	
<b>32</b>	Suitability to work with children.	<b>E</b>	
<b>33</b>	Enhanced DBS check required	<b>E</b>	