

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.

FGC Practitioner

Vacancy ID: 009776

Salary: £23,866 - £25,463 Annually

Closing Date: 17/02/2019

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

37 hours per week, including evenings and weekends

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

In November 2017 Stockton-On-Tees Children's Services launched a new Family Group Conference (FGC) Service to continue improving outcomes for children, young people and families.

We would like to appoint an FGC Practitioner to join our busy FGC Service. Applicants must have experience of working with complex children, young people and families. The role will require Practitioners to contact family members, arrange meetings, undertake preparatory work and facilitate and chair FGC meetings. You must hold a full driving licence and have access to a vehicle. The role can necessitate frequent working within the homes of families. Evening and weekend work will be required according to service/customer needs.

In addition, the ability to establish and maintain effective and professional relationships with practitioners from a range of services will be essential. Applicants must also be able to demonstrate strong skills in working autonomously and organising their workloads successfully.

If you are a person who is motivated by challenge, has an understanding of FGC's, is experienced in chairing meetings, is an excellent communicator and is motivated by solution focused approaches we would welcome your application.

We would particularly welcome applications from people who have in-depth experience of working with perpetrators and victims of domestic abuse.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Debbie Peel, FGC Manager, on 01642 524668.

The application form is available in alternative formats from 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.



Directorate: Children's Services

Service Area: Fieldwork

JOB TITLE: Family Group Conference Practitioner

GRADE: I

REPORTING TO: Family Group Conference Manager

1.	<p>JOB SUMMARY:</p> <p>To facilitate a process whereby the family group are empowered and given responsibility for coming up with ideas to address professional concerns relating to their child who is deemed to be in need of care and protection.</p> <p>To organise and promote Family Group Conference (FGC) and produce a family plan to support and ensure the safety and wellbeing of the child /young person.</p>
2.	<p>MAIN RESPONSIBILITIES AND REQUIREMENTS</p> <p>Responsible for preparing families, children/young people and professionals for a family group conference. To facilitate and chair the family group conference. To create the conditions in which nuclear and extended families can meet to sort out their difficulties in their own way; despite family rifts and professional doubts.</p> <p>The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p>
1.	To take responsibility for allocated referrals for a Family Group Conference received from social care teams within Stockton-on Tees Borough Council.
2.	To respond to all allocated cases within set service standard timescales.
3.	To liaise with the allocated social worker for each allocated case to gather background information and to ensure that risks are identified to assist in the planning of the Family Group Conference.
4.	To undertake all necessary work to prepare for a Family Group Conference. This will include; liaising with relevant professionals, making enquiries of and negotiating with children, their immediate families, extended families and the family networks.
5.	To effectively chair Family Group Conferences, ensuring that the families have clear and relevant information that they fully understand and on which they can make decisions in the best interests of their children.
6	To initiate contact with the child or young person and his/her immediate family and/or carers. In most cases, this will involve a meeting with them outlining the Family Group Conference process, including the evaluation procedures and complaints.
7	To capture the voice of the child.
8	With the child/young person and immediate family identify relevant family members and significant others who should attend the conference. To take responsibility for exclusions according to the service agreed policies.

	9	To initiate contact with other family members, friends and significant others, outline the Family Group Conference process, provide information and negotiate their attendance at the meeting.
	10	In consultation with the allocated social worker, work directly with the child/young person in preparation for the meeting and ensure that they are as fully involved in the process as possible and ensure that the process maintains the focus on the need of the child/young person.
	11	To be proactive in engaging the family group with the FGC process to avoid case drift or delay for the child/young person.
	12	To ensure that all communications are carried out in the chosen language of the child and family, including sign language.
	13	To make suitable arrangements to allow the meeting to be held at a time and place that is suitable and acceptable to the family group.
	14	To ensure that the venue for the meeting is suitably prepared.
	15	To chair the FGC, offer mediation or restorative practice to keep the family on track and deal with any unexpected events
	16	To utilise Signs of Safety within all aspects of the FGC Service.
	17	To be available to work outside office hours to meet service user's needs.
	18	To ensure that family plans are recorded and are distributed to all relevant parties within agreed service standard timescales.
	19	To produce quality recordings to a high standard. To type up and circulate the Family Plan and copies of agreements to everyone who attended the Family Group Conference and the referrer within agreed service standard timescales.
	20	At all times to identify and address issues of race, culture, gender, sexuality, disability and/or language and to respond positively to any particular needs families may identify.
	21	To provide your Line Manager with an outline record of each family meeting with a detailed formulation of their plan in preparation for case supervision.
	22	To ensure confidentiality is maintained at all times within the agreed boundaries
	23	Families have complex relationships, coalitions and conflicts. The post holder will need to manage these dynamics, think quickly and often respond to the unexpected.
	24	Is able to mediate, negotiate, cope with the unexpected and manage conflict to enable children, young people and other family members to make a family plan.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required 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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated July 2017

PERSON SPECIFICATION

Job Title/Grade	FGC Practitioner	I
Directorate / Service Area	Children's Services	Fieldwork
Post Ref:	34139	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	NVQ Level 4 in a social work related field or the equivalent level of knowledge gained through directly relevant work experience.	Social Work Degree.	Application form
Experience	<p>Has experience and knowledge of the Family Group Conference approach.</p> <p>Has experience and an understanding of family dynamics including knowledge relating to drug and alcohol misuse, child abuse, domestic violence and other child welfare issues.</p> <p>To have experience of working with child and their family using mediation and restorative practice techniques.</p>	<p>Has previous experience of working as a FGC Practitioner.</p> <p>Has experience of working within a Signs of Safety framework.</p>	Application / Interview

	<p>Has in-depth experience and knowledge in one or more of the following areas:</p> <ul style="list-style-type: none"> - Direct work with children and young people. - Working with perpetrators of domestic abuse. - Working with adults with mental health issues. - Working with adults who misuse alcohol/substances. 		
Knowledge & Skills	<p>Is confident in convening and chairing emotive meetings in a constructive manner to achieve positive outcomes.</p> <p>Has extensive knowledge of current social care practice and child protection procedures.</p> <p>Is able to remain impartial and non-judgmental.</p> <p>Holds a clear understanding of and is able to ensure the delivery of services within an equal opportunities framework.</p> <p>Has effective verbal and written communication skills, including excellent communication skills with children, young people and their family, statutory and voluntary agencies.</p> <p>Is able to effectively listen, receive and accurately record information, and can communicate both</p>	Is sensitive to the needs of family's from diverse cultural backgrounds.	

	<p>spoken and written in ways that are appropriate to and clearly understood by children, adults and professionals.</p> <p>Has excellent report writing skills and can work to set deadlines.</p> <p>Is computer literate and able to administratively self-support.</p> <p>Is able to work independently and to be consistently self-motivated.</p> <p>Is able to work flexibly according to the family's needs, this may be at an evening, weekend or bank holiday.</p> <p>Has the ability to be 'reflective' and creative when working with vulnerable children and families.</p> <p>Is able to work effectively and professionally adhering to appropriate deadlines.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Ability to think widely and solve problems logically</p> <p>Ability to communicate both orally and in writing with a wide range of people</p> <p>Confidence to implement solutions and to challenge traditional thinking</p>		Application / Interview

	<p>The personal demeanour and credibility, which inspires confidence and motivates colleagues.</p> <p>High personal standards of self-discipline in working to deadlines</p> <p>The ability to benefit from training relevant to the post</p> <p>Highly motivated, energetic, not easily discouraged</p>		
Other requirements	Is able to drive and has use of a vehicle for work purposes.		

Person Specification dated: July 2017

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.