

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	FAMILY GROUP CONFERENCE FACILITATOR
<u>PAY BAND :</u>	BAND 8
<u>JOB EVALUATION NO.</u>	C2120
<u>REPORTING RELATIONSHIP</u>	ADVANCED PRACTITIONER – FGC LEAD
<u>JOB PURPOSE :</u>	To deliver Family Group Conferencing within Darlington.
<u>POST NO.</u>	D12777
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To deliver family group conferences in an effective and efficient manner to meet the needs of families.
2. To work to agreed timescales and support families in positive engagement in the Family Group Conference.
3. To record on the agreed electronic system and produce reports outlining the key deliverers of the service as agreed in the Service Plan.
4. To manage performance against agreed local and/or national targets.
5. To take responsibility for the screening of all requests for family group conferences across the borough including partner organisations and ensure they comply with the agreed specific requirements for the service.
6. To be a point of contact for staff who have been trained in the delivery of family group conference.
7. To represent the Borough Council at Regional and National events.
8. 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, and any assessment identified.
9. To effectively chair Family Group Conferences, or identify appropriate chairs, ensuring that the family have clear relevant information that they fully understand on which they can make decisions in the best interests of their children.

10. To initiate contact with the child or young person and his/her immediate family and/or carers. This will involve a meeting with them outlining the Family Group Conference process and provide information and literature, including the evaluation procedures and complaints procedures and consent to proceed.
11. With the child/young person and immediate family identify relevant family members and significant others who should attend. To initiate contact with other family members, friends and significant others, outline the Family Group Conference process, provide information and literature and negotiate their attendance at the meeting.
12. In consultation with the referrer, to work directly with the child/young person in preparation for the meeting and to ensure that they are as fully involved in the process as possible and to ensure that the process maintains the focus on the need of the child/young person. If appropriate to identify an advocate for the child/young person if relevant.
13. To consult, as appropriate, with persons having knowledge of or experience in cultural matters.
14. To ensure that all communications are carried out in the chosen language of the child and family, including sign language.
15. To make suitable arrangements to allow the meeting to be held at a time and place this is suitable and acceptable to the family group.
16. To ensure that the venue for the meeting is suitably prepared and refreshments available.
17. To produce the Family Group Conference plan on the departmental agreed template, circulate the Family Plan and copies of agreements to everyone who attend the Family Group Conference. All paperwork to be uploaded and held on the local authority case management system.
18. 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.
19. To provide the responsible Manager with an outline record of each family meeting with a detailed formulation of their plan.
20. To ensure quality recording and actions are attached to the child's electronic record.
21. To ensure confidentiality is maintained at all times within the agreed boundaries.
22. To be available to work outside office hours.
23. To take responsibility for your own professional development and discuss this with the line manager in order to agree activities for the purpose of continuing professional development.
24. To attend training, identified within the performance development review process.
25. This post involves frequent contact with, and occasional responsibility for, children
26. You are required 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.

27. 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.
28. 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.
29. Carry out your role in line with the Council's Equality agenda.
30. 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.
31. Any other duties of a similar nature related to this post that may be required from time-to-time.
32. 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.
33. 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.
34. 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.

Date: revised August 2019

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PERSON SPECIFICATION
FAMILY GROUP CONFERENCE FACILITATOR
CHILDREN AND ADULTS SERVICES
POST NO. D12777

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE or equivalent		D
	Experience & Knowledge		
2	Demonstrable experience of involvement in family group conferences or similar methodology	E	
3	Working knowledge of the legal frameworks for Children and Young People	E	
4	Knowledge and approx. 2 years' experience of assessment in relation to Child Protection and Early Help assessments	E	
5	Experience of preparing and presenting reports	E	
6	Approx. 2 years' experience of establishing effective working relationships with staff from a range of multi-agency settings	E	
7	Experience of implementing, monitoring and reviewing policies and procedures	E	
8	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
	Skills		
9	Ability to organise and prioritise own work with minimum supervision.	E	
10	Ability to work under pressure to tight deadlines	E	
11	Ability to use varying interviewing techniques	E	
12	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
13	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	E	
14	Ability to work successfully and effectively as part of a team and demonstrate good interpersonal skills	E	
15	Ability to carry out planning, monitoring and reviews as necessary	E	
16	Ability to take on new concepts/forward thinking	E	
17	Ability to be 'reflective' and creative when working with vulnerable children and families	E	
18	Ability to act as a lead professional on specific projects and/or specific areas of work within a team setting.	E	
19	Ability to give advice and guidance, including demonstrating duties, instructing and checking the work of others.	E	
20	IT Literate, capable of using MS Word / Excel and office packages and electronic recording systems.	E	
	Personal Attributes		
21	Flexible approach to working arrangements and ability to work outside of normal office hours*	E	
22	Commitment to excellence in public services.	E	

23	Ability to work closely with other colleagues.	E	
Special Requirements			
24	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
25	Access to reliable transport in order to carry out the travelling requirements of the post.	E	
26	Interest in working with children to promote their development and educational needs.	E	
27	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
29	Suitability to work with children.	E	

** Due to the nature of the post it is an essential requirement that the post holder, during their 37 hr. working week, is available to carry out conferences that may necessitate evenings and weekends in order to meet the needs of the family.*