



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: 010646

Salary: £19,554 - £23,836 Annually

Closing Date: 24/11/2019

Benefits & Grade

Grade F-H

Starting salary will be dependent on experience and qualifications

Contract Details

Temporary for 12 months

Contract Hours

37 hours per week, including some weekend working on a rota basis

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 and assist families that are in crisis and also to undertake planned pieces of intervention.

You will be responsible for providing direct support to children, young people and their families within Children's Services and to support Social Workers who are working with the families.

Preference will be given to applicants with knowledge, significant experience and skill to work intensively with families.

A professional and diplomatic approach is essential as the work is of a highly confidential and sensitive nature.

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

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.

For a further informal discussion, please contact, Carmel Murray, Team Manager, on 01642 527862.

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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Safeguarding and Looked After Children	
JOB TITLE: Family Worker			
GRADE: F/G/H (career grade) Progression will need to be demonstrated through a formal review process and the availability of work at the appropriate level			
REPORTING TO: Team Manager, Family Support/Fieldwork/Permanence/Referral and Assessment			
1.		<p>JOB SUMMARY: To provide support to children under 18 and their families/carers within Children's Services premises or in the wider community as appropriate.</p> <p>The post holder is required to have undertaken a Disclosure and Barring Service 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</p>	
2.		MAIN RESPONSIBILITIES AND REQUIREMENTS	
		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 and 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 Recording 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	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	16	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 G the job holder is required:
	17	To act as the lead professional on Child in Need Cases, at the lower end of the level 4 spectrum as detailed in the procedures” Providing the Right Support to Meet a Child’s Needs in Hartlepool and Stockton”
	18	To undertake any necessary work as required relating to these cases e.g. Parenting/PAMS Assessments
	19	To ensure that identified actions and plans are appropriately implemented
	20	To act as the lead professional in meetings
		In addition, at Grade H the job holder is required:
	21	To act as lead worker on Parenting Assessments.
	22	To lead on the delivery of group work e.g. parenting programmes.
	23	To plan, implement and review specific interventions with individuals and groups eg budgeting, food preparation, stimulation and parenting skills.

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.

PERSON SPECIFICATION

Job Title/Grade	Family Worker	F-H
Directorate / Service Area	Children's Services	Safeguarding and Looked After Services
Post Ref:	POS004009	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<u>At Grades F G & H:</u> Minimum of 5 GCSEs grade A – C or equivalent <u>At Grade H:</u> Childcare qualification e.g. NNEB, NVQ Level 3 in Childcare, BTech in Childcare	Childcare qualification e.g. NNEB, NVQ Level 3 in Childcare, BTech in Childcare	Application form
Experience	<u>At Grade F G & H:</u> Experience of working with children and families <u>At Grades G & H:</u> Significant experience of working with children and families in a range of settings		Application / Interview
Knowledge & Skills	<u>At Grades F G & H:</u> Understanding of child/adolescent development Ability to communicate with children, families and other professionals Recording and report writing skills IT skills <u>At Grade H:</u> Knowledge of child and adolescent mental health	Knowledge of child and adolescent mental health issues	Application / Interview

	<p>issues</p> <p>Basic understanding of legislative and policy context for children's social care services</p> <p>Ability to plan, implement and review specific interventions</p>		
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p><u>At Grades F G & H:</u></p> <p>Good interpersonal skills</p> <p>Ability to work as a team member</p> <p>Willingness and ability to work flexibly between the core hours of:</p> <p>7.30am – 8.00pm (Mon – Fri)</p> <p>9.00am – 5.00pm (Sat – Sun on a rota basis)</p>		<p>Application / Interview</p>
<p>Other requirements</p>			

Person Specification dated: June 2019

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.