

**Job Description**

**Job Title:** Child and Family Worker

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** People Care

**Job Profile:** PC 3

**Directorate:** Children’s Social Care

**Job Ref No:** N/A

**Work Environment:** Children with Disabilities Team

**Reports to:** Team Manager/ Assistant Team Manager

**Number of Reports:** N/A

Your normal place of work will be within the Children with Disabilities Team, but you may be required to work at any Together for Children recognised workplace or within the community.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To manage a caseload of children and young people who receive a care package of support; this will include home visits, direct work with children and young people and routinely reviewing care packages whilst working with partner agencies to ensure children and young people’s additional needs are met.

To support social workers who have case responsibility for children who are subject to Child Protection Plans (CP) or Child in Need Plans (CIN) and Looked After Child Plans (LAC), this will include family support work, direct work with children and facilitating and supervising family time between looked after children and their parents and family.

The child and family worker will also contribute to assessments, plans and court statements and will assist in the delivery of CP, LAC and CIN plans.

**Key Responsibilities:**

To manage and review a caseload of children and young people who are receiving a care package of support due to their assessed need.

To support social workers in their management of CIN, CP and LAC plans, delivery family support and completing direct work with children, young people and their families.

To ensure case recording is accurate and up to date, in order that high quality reports are produced for meetings and reviews at a standard that can be produced at court if required.

To establish effective working relationships with children, families and professionals to achieve best outcomes for children.

To be proactive and solution focused to ensure that social work intervention takes place.

To plan and organise workload, ensuring the plans for direct work with children and families are in place so as to make best use of available resources, identifying gaps and working flexibly to find solutions.

To work proactively with children and families, having the ability to engage with children and adults to reduce risk and improve outcomes for individual children and for families.

To facilitate and supervise family time between children who are looked after and their parents as and when the need arises.

To transport children as required, which may include travelling outside of the City of Sunderland.

To champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Code of Conduct and all other policies.

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Revised by**: Nicola Burn, Strategic Service Manager

**Date:** 29 July 2020



**Person Specification**

**Job Title:** Child & Family Worker**,** Children with Disabilities Team

**Role Profile reference:** PC3

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| **Essential Requirements** | |
| **Qualifications:**   * Current driving licence and access to a car, or means to mobility support. * Relevant level 3 qualification (NVQ Level 3, in childcare, social care or equivalent) or the ability to work towards this within a reasonable timescale. | Application Form/Interview |
| **Experience of:**   * Working with children in need and their families (formal and informal) * Working with children and young people with disabilities and additional needs * Working in a team; * Good communication skills; * Customer Service; * Good report writing and recording skills; * Direct work with children and families | Application Form / Interview |
| **Knowledge and understanding of :**:   * Children’s Social Care procedures; * Working Together to Safeguard Children 2015 * Together For Children Safeguarding procedures; * Knowledge of social, emotional and developmental needs of young people; * Knowledge of family time and lifestory work * Commitment to achieving the best outcomes for children, their parents and their families. | Application Form / Interview |
| **Ability to:**   * The ability to share information, obtain information and have dialogue with others, either in writing, in person or over the telephone; * Be able to work effectively within a busy team environment, be helpful and co-operative with others; * Effectively risk manage within children’s service settings; * Manage priorities and work demands displaying initiative and creativity; * Effectively use a PC to write reports/assessments, record information or input data; * Be confident on challenging other professionals appropriately; * Self-motivated, resilient and committed to excellent work practice; * Reliable and self-reliant and to seek guidance when appropriate; * Meet the travel requirements of the post; * Work outside of normal working hours to meet the needs of the service. | Application Form / Interview |
| Commitment to Equal opportunities | Interview |

**Author**: Nicola Burn

**Date**: July 2020