 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Early Help	
JOB TITLE: Senior Family Worker, Early Help			
GRADE: I			
REPORTING TO: Team Manager, Early Help			
1.	JOB SUMMARY: To provide support to children/young people under 19 and their families/carers within Early Help premises or in the wider community as appropriate.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To act as the lead professional for children at level 2/3 on continuum of need as well as cases deemed as level 4 where children have met threshold for CIN but parental responsibility consent has not been gained for statutory services.	
	2.	To provide lead professional support in the identification of families being stepped down from statutory services to Early Help.	
	3.	To take lead responsibility for the appropriate management of an existing caseloads as determined by the Team Manager Early Help that meets expected identified procedures.	
	4.	To take lead professional responsibility in ensuring that communication and sharing of appropriate information with other agencies takes place that supports co-ordinated planning within early help.	
	5.	To co-ordinate interventions of support including chairing Team around the Family (TAF) meetings and ensuring that action plans are reviewed regularly to meet the ongoing needs of families.	
	6	To undertake identified appropriate assessments that contribute to the evaluation of need and contribute to the Early Help Plan.	
	7	To complete Young Carers Assessments that may identify interventions and support to families at the earliest opportunity through a co-ordinated multi-agency approach.	
	8	To take lead responsibility for the continuous evaluation of risk and vulnerability for children and the environments they may be exposed to. To use evidence based assessment tools such as Graded Care Profiling/VEMT risk assessment Tool to assist in the evaluation of risk and need.	
	9	To undertake and support missing from home interviews for children within Early Help or not known to statutory Children's Services.	

	10	To contribute to a range of meetings, including child protection strategy and conference meetings and court direction both verbally and in writing. This may include giving evidence under oath.
	11	To assist statutory children's services (where appropriately identified and agreed) with interventions that offer continuity for families whilst in the process of further assessment.
	12	Where identified to lead on the delivery of family work e.g. parenting programmes, life story work, behaviour management, outreach. To plan, implement and review specific interventions with individuals and groups eg budgeting, food preparation, stimulation and parenting skills
	13	To ensure through direct work and observations that the voice of the child is captured and key to interventions to inform planning and evaluation of vulnerability and need.
	14	To maintain through training and personal and professional development an understanding of key issues that affect families and how best to support these families through recognised evidence based interventions.
	15	To prepare court reports and to give evidence under oath as directed by court.
	16	To handle cash as authorised by team manager with regard for appropriate council policies and procedures.
	17	To ensure all interventions are fully recorded in line with Stockton-on-Tees Borough Council's recoding policy and procedures.
	18	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).

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.

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.

	Name:	Date
Job Description written by: (Manager)	Dave Willingham	September 2018
Job Description agreed by: (Post holder)		

Job Description dated September 2018



PERSON SPECIFICATION


Job Title/Grade	Senior Family Worker, Early Help	Grade I
Directorate / Service Area	Children's Services	Early Help
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Childcare qualifications e.g. NNEB, NVQ Level 3 in Childcare, BTech in Childcare	Relevant degree of equivalent	Application form
Experience	Significant experience of working with children and families		Application / Interview
Knowledge & Skills	Understanding of child/adolescent development Knowledge of child/adolescent mental health issues Detailed understanding of legislative and policy context for children's social care services Demonstrable ability to communicate with children , families and other professionals		Application / Interview

	Ability to record accurately and concisely and to prepare formal reports. IT skills Ability to plan, implement and review specific interventions.		
Specific behaviours relevant to the post	<ul style="list-style-type: none">• Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements		Car user	

Person Specification dated

September 2018

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support
JOB TITLE: Senior Family Worker	
GRADE: I	
REPORTING TO: Family Solutions Team Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – occasional	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail Direct contact with service users including home visits. Sometimes contacts may be emotionally charged. Activity is risk assessed and managed.	Yes
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Kellie Wigley
Date: 26/5/22