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 – Family Solutions		
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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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)		
Job Description agreed by: (Post holder)		

Job Description dated September 2018

Stockton-on-Tees BOROUGH COUNCIL

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	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	The role requires frequent travel between venues across the borough, therefore a full driving licence and access to a motor vehicle is essential.		

Person Specification dated **March 2025**

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Children's Services**	**SERVCE AREA:** **Early Help**
JOB TITLE: Senior Family Worker	
GRADE: I	
JOB LOCATION / BUILDING:	
REPORTING TO: *Family Solutions Team Manager*	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health

Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.

Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**X**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**X**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		**X**
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		**X**

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		**X**
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**X**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**X**
Lone Working (including Home Working): Employee will be required to work alone.	**X**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**X**	
Any Other: Please identify any other known risks associated with this job role. **Direct contact with service users including home visits. Sometimes contacts may be emotionally charged. Activity is risk assessed and managed.**		

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: Date:

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk