

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Children's Services		Service Area: Safeguarding Disabled Childrens Team
JOB TITLE: Senior Family Worker		
GRADE: I		
REPORTING TO: Team Manager		
1.	JOB SUMMARY: To hold a review of the child's agreed care package and be responsible for the co-ordination and delivery of respite, support and other services to disabled children and their families, as outlined in the care plan following a social workers assessment of need. To evaluate the effectiveness of the package of support in meeting the identified needs and make any recommendation to the Team Manager for a social care re-assessment of need as appropriate. If any adjustments are required a TAF meeting will be held to identify additional support or resources. To see parents/carers and children at home, or in respite placements as appropriate and as outlined in the care plan, to ensure that the wishes, feelings and views are captured and represented in the evaluation of the package of support services. Checking, verifying and updating personal details as appropriate on case management systems. Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families. If requested, to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	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.
	2	To maintain a robust review system and to review the packages of support in a timely manner as outlined in the child's/young person's care plan.
	3.	To co-ordinate and chair Review Meetings with children and young people, parent/carers and service providers to ensure care packages continue to meet identified needs.
	4	To ascertain the wishes and feelings of children and young people using a variety of communication methods and to promote their participation in the review meeting where possible.

5.	To ensure information collated in the review is appropriately recorded and shared with the parent/carers and relevant professionals involved.
6	To make recommendations to the Team Manager in regard to the effectiveness of the care plan in meeting the identified need and highlighting any changes in circumstances that may trigger the requirement for a new assessment of need.
7	To undertake assessments to determine disabled children and families need as required.
8	To enhance the departments image within the authority by promoting awareness of services and achievements.

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.

Job Description dated February 2025

PERSON SPECIFICATION

Job Title/Grade	Senior Family Worker - DCT	I
Directorate / Service Area	Children's Services	Safeguarding - Disabled Childrens Team
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Childcare qualifications e.g. NNEB, NVQ Level 3 in Childcare, BTech in Childcare or the equivalent level of knowledge gained from demonstrable relevant work-related experience	- Relevant training / qualifications in the field of Disability. - Continuous professional development	Application form
Experience	- Partnership working - Promoting a positive culture - Child focused - Improving services - Experience in developing and reviewing care and support plans and implementing care and support packages - Proven assessment skills - Ability to maintain professional standards	- Experience of working with disabled children and young people - Working in local government or public sector - Chairing multi-professional meetings	Application / Interview

Knowledge & Skills	• Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Ability to work within timescales to meet key targets • Knowledge of how key agencies work together in supporting individuals and families • IT skills. • Ability to plan, implement and review specific interventions.	• Information governance and security	Application / Interview
Specific behaviours relevant to the post	• Demonstrate the behaviours that underpin the Council's Culture Statement • Leading by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged • Communicate clearly and sensitively, building effective relationships with children, young people and families and other professionals. Listen to their views and enable their full participation in assessment, planning, and review. • Be accountable for and review own practice using supervision and reflective practice. Seek advice from a range of sources. Discuss, debate, reflect upon and test hypotheses.		Application / Interview

	• Produce well argued, focused, and jargon free case notes, plans and reports • Present a clear analysis and a sound rationale for actions and conclusions. • Build and maintain high quality and appropriate professional relationships with children, young people and families to enable positive change to take place. • Share learning with colleagues by mentoring, coaching and reflective discussion.		
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. • The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service • Positive enhanced DBS clearance • Ability to work alone and as part of a team, using own initiative where appropriate • Commitment to Continuous Professional Development		

Person Specification dated: Feb 2025

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Disabled Children's Team
JOB TITLE: Senior Family Worker	
GRADE: I	
JOB LOCATION / BUILDING: Dunedin House, Thornaby	
REPORTING TO: Disabled Children's 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/s ² 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: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ 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: - o Inhaled, e.g., lead dust, fume or vapour. - o Ingested, e.g., lead powder, dust, paint or paste; or - o 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 <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		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) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		

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: Julie Allison

Date: 24.02.25

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