

## JOB DESCRIPTION



<b>Job title:</b>	Family Worker	<b>Job Ref:</b>	HS 461
<b>Job Family:</b>	Health and Social Care		
<b>Location:</b>	See Context Statement	<b>Grade:</b>	Dorset Grade 8 (level 1) Dorset Grade 9 (level 2) Dorset Grade 10 (level 3)
<b>Reports to:</b>	Appropriate manager as specified in the context statement		

### Main job purpose

To provide a range of support functions to children, young people and their families through a range of interventions agreed by the relevant manager in the agreed area of operational delivery within Children's Services.

The post will be flexible and reflect a consistent approach to working with families across the Children's Services. For this reason the list of job duties and responsibilities described below will depend upon which context the service area is responsible for and should be read as such.

The range of tasks undertaken will be allocated in a way that reflects the Grade/Level of the post holder with those of more complexity or of a specific specialist area.

### Main responsibilities and duties

1. To promote the need to keep all children and young people, regardless of their ability, physical and or emotional/ mental health needs safe from harm.
2. To ensure that all safeguarding concerns are escalated appropriately through the relevant designated manager.
3. To positively contribute to and deliver within a multi professional team setting (within each zone) the concept of Early Help and Early Action in supporting and enabling families to live their lives in a different way.
4. To promote, support and enable the delivery of the Business Intelligence tool to enable partners to proactively identify young people who may benefit from an early help offer.
5. To provide guidance and support about how to deliver a team around the family meeting.
6. To act when appropriate as the Lead Professional in the completion of a Child and Family Assessment or in coordinating the delivery of early help through holding a team around the family meeting.
7. To develop constructive relationships and work with children and young people, parents/carers; a range of professional partners including statutory children social work , the police ,schools, health, education, the voluntary and community organisations to meet the overall outcomes for children, young people and their families.
8. To provide written reports, develop and contribute to action plans for individual children, young people and their families.
9. To signpost and act as navigators for partner agencies and for service users in the identification of appropriate services for families.
10. To deliver a targeted service to service users as agreed by the line manager of relevant service area.

11. To deliver and support group work in delivering a positive focused community intervention in addressing social issues/public health issues.
12. To undertake direct work with young people and their parents to address a range of issues – family conflict, family breakdown and behaviour issues; risk of offending or committing anti social behaviour; emotional and mental health issues; school attendance; neglect and sexual exploitation - to support them in developing coping strategies and being able to manage their lives.
15. To provide suitable equipment to enable service users to be independent in daily living activities and instruct/train carers and service users in the correct use of the equipment.
16. To arrange provision and the fitting of equipment and adaptations in community and home settings in both the private and public sectors and to liaise with district councils on behalf of the relevant manager.
17. To escort, supervise or transport children when required as part of a planned intervention.
19. To signpost families to relevant agencies who can provide routine welfare benefits advice and budgeting advice.
20. To contribute to specific projects led by the relevant manager.
21. To record accurately and clearly and in a timely manner, all relevant information relating to the families concerned onto the relevant ICS system.
22. Maintain records and provide relevant data as required by the relevant manager.
23. To discuss any proposals for expenditure in order to seek agreement by the budget holder.
24. To contribute to the provision of a response to civil emergencies as required.
25. To give evidence in court if required
26. Responsibility for promoting and safeguarding the welfare of children and young people at all times.
27. Any other lesser or grade comparable duties as required.

### **Supervision and management**

Level 1 - It is not expected that the role will have any supervisory or management responsibility

Level 2/3 - Workers at this level may have line management responsibility for up to 5 staff within a specific team or Family Partnership Zone.

### **Resources**

1. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems.
2. Responsible for the safe and competent use of ICT equipment provided as necessary to fulfil the role.

### **Progression in Post (if applicable)**

There are three grades associated with the Family Worker post which reflect the necessary qualifications, skills and abilities required for each specific role and level of responsibility. These commence at Grade 8 (level 1), progressing to Grade 9 (level 2) and then finish at Grade 10 (level 3).

The specific Service area determines the Family Worker grade that is required for the role and the responsibility as set out in the context statement.

Individuals will be able to apply for specific roles on the basis of whether they have the relevant skills, knowledge and professional qualifications.

There will be a Learning and Development pathway for Family Workers with an expectation of an individual personal commitment to personal and professional development. Progression into the next Grade will be dependent upon the availability of a specific vacant role within Children's Services and evidence that the individual

- has met the relevant skills, knowledge and professional qualifications
- has had a positive annual PDR.

There is an expectation that Family Workers will be able to have the opportunity to apply for Family Worker posts across Children's Services.

There is no automatic assumption that each service area will have all of the relevant grades for Family Workers sitting within the service area.

Job description prepared by:		Stuart Riddle	
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