To accompany job description and person specification when required

Job title: Service Support Officer – Coordinator Case Supervisions

Directorate/Service/Team: People-Children’s/ Safeguarding Families Together/Business Support

**Organisation Structure**

Reporting to: Team Leader

Responsibility for: Safeguarding Families Together

**Context of Work**

[This section should include information about the focus of the work to be carried out which is not identified in the job description.

* Working for Safeguarding Families Together in a specific Locality but providing cover to the wider locality teams during absence as required.
* Attend the group supervisions in person or virtually as required. During the supervisions you will take notes of actions and summarise the discussion for the more high-risk cases. You will add notes to a case management system and maintain accurate work streams.
* Manage meeting schedules, book rooms and check attendees’ availability.
* Capture referrals from all practitioners, to ensure families are prioritised for a service and organise referrals for the weekly Allocations meeting.
* Manage and respond to the Safeguarding Families Together mailbox, and ensure any urgent matters are forwarded to a senior manager to follow up.
* Contribute to smooth process for communication between stakeholders and Senior Managers and Head of Service.
* Working closely with other business support colleagues to ensure a consistent approach and service delivery model is maintained

**Travel Requirement**

**If there is a significant travel requirement please add the wording below to the context statement:**

[You could be required to travel and cover different locations to cover other areas during absence. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.]

**Other information**

The nature of the work is highly confidential and therefore you will be required to undergo a DBS clearance owing to the sensitive nature of the work.

Basic check DBS

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| **Context statement prepared by:** |
| Manager | Angela Brooker | Date | 25.01.2024 |