**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| --- | --- |
| Job Title: | Family Help Practitioner  |
| Salary: | £35,745 |
| Grade: | 10  |
| Hours: | 37  |
| Team: | Family Solutions Family Help Team Didcot  |
| Service Area: | Children and Families  |
| Primary Location: | Didcot Children and Family Centre  |
| Budget responsibility: | None  |
| Responsible to: | Didcot Children and Family Centre Manager |
| Responsible for: | Family work |

## Job Purpose

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| --- |
| This is a brief overview of the key objectives of the job including the context within the team/department.The Family Help Practitioner role provides timely support and interventions for and with vulnerable families, addressing safeguarding concerns, reducing risks to children and young people, prioritising good outcomes and promoting welfare. This role is within the Family Help team which is part of the Family Solutions Service and is based at the Didcot Children and Families Centre. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.1. To monitor and assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns
2. To act as case holders for children and young people in accordance with the appropriate level of the Threshold of Need matrix.
3. To undertake visits, observations and meetings and record them on electronic systems to the agreed standard and within agreed timescales
4. To undertake direct work and interventions with children, young people and offer support to parents/carers in promoting welfare of their children through case work
5. To set up and lead multi agency Team Around the Family meetings to support progress
6. To lead in the delivery of evidence based programmes such as parenting and domestic abuse group work
7. To participate in the development and implementation of group work across the service and in accordance with the needs of the service
8. To develop community knowledge and links and use this for the benefits of children and families and also for the development of the service
9. To ensure close links with the Locality Support Service and universal partners

For all staff: Work in accordance with the Corporate values and competency framework. You have specific responsibilities under Health & Safety legislation to ensure that you: • Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do. • Cooperate on all issues involving health and safety. • Use work items provided for you correctly, in accordance with training and instructions. • Do not interfere with or misuse anything provided for your health, safety or welfare. • Report any health and safety concerns to your line manager as soon as practicable. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Level 3 or higher qualification in a direct related field | A/D |
| * An understanding of the impact of abuse, social deprivation, inequality and disadvantage on children, young people and their families and a good understanding of child development and factors that support children to develop and achieve their potential.
 | I/P |
| * A good standard of IT skills, recording skills and the ability to be reflective; assessing and analysing information
 | A/I |
| * Ability to demonstrate relevant and substantial experience in any or all of the following - social care, health, education, early years, youth and community work and proven experience of working effectively with children, young people and their families
 | A/I |
| Ability to work in an inclusive/non-discriminatory manner, acting with integrity and impartiality, promoting a working environment that supports the Council’s values | A/I |
| Ability to communicate and collaborate with a wide range of people in different situations and build effective working relationships internally and with partner agencies, be approachable. | A/I |
| Ability to be proactive, to motivate and create change within complex family situations and deal effectively with challenging situations with resilience and confidence with the ability to listen, mediate and negotiate. | A/I |
| Ability to work flexibly to meet operational requirements including responding to emergencies and able to travel to and access a variety of premises including safely transporting children and families | A/I |
| Ability to communicate and collaborate with a wide range of people in different situations and build effective working relationships internally and with partner agencies, be approachable. | A/I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.