**Job Description**

# 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: | Locality & Community Support Worker - North |
| Salary: | £37,035 - £39,513 |
| Grade: | 10 |
| Hours: | 37, with a flexible work pattern to meet the aims of the service |
| Team: | Locality and Community Support Service (LCSS) – North |
| Service Area: | Children’s Services |
| Primary Location: | Samuelson House, Banbury |
| Budget responsibility: | N/A |
| Responsible to: | Team Manager LCSS North |
| Responsible for: | N/A |

## Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

**MAIN PURPOSE(S) OF THE JOB:**

* To contribute to and apply the Council’s strategy to support vulnerable children and families.
* To ensure service is delivered in line with Oxfordshire’s principles and values of working with partners, children and families.

**LCSS SERVICE AIMS**:

* To provide advice and guidance to universal services, including schools, health services and voluntary and community groups to enable them to support vulnerable children, young people and families within their community.
* To identify emerging needs and safeguarding concerns within the locality.
* To be the first point of contact for universal services who have concerns about a child and are considering making a referral to statutory services.
* To monitor and oversee the effective implementation of Strength and Needs Forms/Team Around the Family processes within the locality.
* To develop a good working knowledge of support services in the area and identification of appropriate resources.
* To facilitate locality networking events to share knowledge and build relationships in local areas to improve outcomes for children and families.

## Job Responsibilities

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| **MAIN DUTIES:**  To act as a named Locality Worker associated with schools and health settings in the area, providing advice and guidance to universal services.  Conduct visits and review meetings at these settings to offer support in implementing Early Help, aiming to improve outcomes for children and their families.  To gain an understanding of the services available in the area, such as schools, health services, support groups, and activities for children, young people, and families.  To establish and maintain a professional network among service providers supporting children, young people, and families.  To facilitate regular communication among professionals to help identify vulnerable children and young people.    To offer a local consultation service for professionals to discuss concerns and solutions for supporting children. To provide conversations covering strengths and needs, Team Around Family meetings, community resources, and practical advice on next steps.  Assist professionals by identifying strengths and needs. Review all community strengths and needs and offer recommendations aimed at improving outcomes for children and promoting multi-agency collaboration. Provide support in organising Team Around the Family meetings and attend as required to help develop resources and plans.  To offer a triage for safeguarding concerns and assess the need for targeted support before potential escalation to Children’s Services.    Lead Community Around the School/Setting Offer (CASO). Organise locality networking events for knowledge sharing and relationship building within local areas. Coordinate peer-to-peer support meetings focused on Early Help practice. |
| OUR VALUES: Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:   * Always learning * Be kind and care * Equality and integrity in all we do * Taking responsibility * Daring to do it differently   Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process. |

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| Section B: Selection Criteria/Person Specification This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.  Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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. | |
| **Essential Criteria** | **Assessed By:** |
| Professional Qualification at Level 4 or above (e.g. NVQ 4, BTEC prof award, BA Degree, HNC etc.) in a relevant Subject field and/or practice experience. Practice experience to be a minimum of 3 years and demonstrates relevance to the post. Practice to have included working with children and families where there has been a requirement to assess levels of need and action appropriately. E.g. knowledge and application of safeguarding procedures for children and families. | A, D, I |
| Proven ability to make key safeguarding decisions to ensure children are safe and protected at all times. | A, I |
| Children and young people focused with an understanding of the impact of abuse, social deprivation and/or disadvantage on children, young people and their families. | A, I |
| Knowledge and understanding of outcome frameworks, threshold of need matrix, referral pathways and appropriate legislation | A, I |
| Evidence of up to date training. | A, I |
| Excellent assessment and writing skills, including reports. | A, I |
| Knowledge and experience of Early Help – Strength and Needs Forms/Team Around the Family processes. | A, I |
| Proven ability to work collaboratively across professional partnerships and within OCC teams.  Ability to develop positive relationships that promote reflective team working, and an open, motivating and inclusive culture. | A, I |
| Excellent communication and listening skills with peers, service users and wider partners. | A, I |
| Resilient and able to manage challenging dynamics, with a confident, professional and approachable manner | A, I |
| Resilient and able to deliver effectively against competing priorities and timescales. | A, I |
| Ability to analyse problems and propose solutions. | A, I |
| Ability to integrate and apply professional knowledge, values, and skills to practice situations in a purposeful, intentional, ethical and professional manner to promote well-being | A, I |
| Acting with integrity and impartiality, promoting a working environment that supports the Council’s values | A, I |
| Satisfactory Disclosure and Barring Service (DBS) check | A, I |
| Ability to travel to and access a variety of premises | A, I |
| Commitment to inter-agency working | A, I |
| Flexibility in working arrangements/hours to meet operational requirements including responding to emergencies | A, I |

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| **Desirable Criteria** | **Assessed By:** |
| Practice to have included working with Children & Families where there has been a requirement to assess levels of need and action appropriately e.g. knowledge and application of Safeguarding procedures for Children | A, I |
| Experience and proven track record of working in children and families social care settings | A, I |

# 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:

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| ☐ | 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) |
|  | 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 | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis | ☐ | Restricted postural change – prolonged sitting |
| P | 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 |
| P | Significant use of computers (display screen equipment) | P | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | P | 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 | P | Face-to-face contact with members of the public |

