**Job Description**

# Section A: Job Profile

*The job profile outlines 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: | Specialist Family Support Worker |
| Salary: | Salary: £35,745 – 38,223 |
| Grade: | Grade: 10 (SCP 27-30) |
| Hours: | 74 hours across a two week rota, alternate weekends, bank holidays, sleep-ins and unsociable hours. |
| Team: | Oxfordshire Children’s Home |
| Service Area: | Children Education and Families |
| Primary Location: | *Across county*  *Main base will be the Children’s Home the employee is appointed to.* |
| Budget responsibility: | No |
| Responsible to: | Registered Manager |
| Responsible for: |  |
| Political Restricted Post: |  |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  *1.* To work with and support vulnerable children we care for their families who are:   * Living in our Children’s Homes * At risk of remaining in such placements * At risk of placements breaking down within the Children We Care For system   2. To offer planned and structured therapeutic interventions in line with care planning to these children, focussing on, but not exclusively, on:   * Reunification into the family home or wider family setting * Their return to/successful settling into a family setting (home Oxford County Council foster care or kinship care) or * Their move to a more independent provision post 16   3. To provide the highest possible standards of care for the children in their families and/or in the homes in accordance with the above and with Directorate/Service objectives, policies and procedures.  4. To ensure a service that supports the needs of children and their families in a planned and considered way, including advocating for them, and to further their well-being, in particular their   * Health. * Education and/or preparation for independence. * Identity, religion, and culture, including positive self-image. * Family and social relationships. * Social representation. * Emotional and behavioural development. * Self-care skills.   5. To participate in rota provision for the Home/edge of care services (including sleeping in as required).  Within the overall context of:   * The Children’s Homes Regulations (DH 2015) * The Home’s Statement of Purpose * The Statement of Conduct and Behaviour with Guidance for Staff working in Oxfordshire’s Residential Provision.   The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.  To engage in successful completion of training to become competent in the following job Responsibilities. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.    1. To engage with children and their families identified as at risk of entering the children we care for system or accommodated in one of Oxfordshire’s residential establishments.  2. To work closely with other professionals to deliver intensive, focussed and structured interventions.  3. To be responsible for contributing to the day-to-day operation of the home under the direction of the Manager/Assistants taking on appropriate responsibilities and ensuring that all activities are conducted according to current policies and procedures.  4. To undertake shift leading responsibilities.  5. To act as Key Worker.  6. To work alongside other professionals who are engaged with the family to provide a joined up service for children and their families/carers, other professionals and agencies.  7. To work within services which are planned and delivered in a way that maximises the participation of children, respects their rights, and is responsive to their wishes and views, alongside the allocated case holders.  8. To plan and deliver appropriate interventions which provide support and vision to a family which prevent breakdown in relationships, providing a consistent approach to meeting children’s needs, and demonstrating self-awareness and reflective practice.  9. To develop groups for children, or their parents and carers which allows for fuller exploration and resolution techniques of issues they may face.  10. To contribute to the continuous improved performance and to support inspections, performance assessments and best value processes.  11. To assist in the development of the service and the team, and to promote the needs of children by participating in various forums and planning groups.  12. To be an active participant in and make a positive contribution to the regular staff/individual children’s meetings.  13. To ensure that accurate, regular and confidential records of work undertaken with the young people are maintained in accordance with Management directions and current policies. This includes maintaining well ordered casework and administrative records and producing reports to agreed deadlines.  14. To have a good understanding of Children’s Homes Regulations and quality Standards, supported by the Assessment and Residential Handbook, and be able to support colleagues on matters of policy and practice.  15. To ensure effective communication systems operate, enabling information to be available to all staff whatever their work patterns, including formal handover procedures.  16. To participate in maintaining a positive public relations image ensuring all complaints/issues are handled quickly, effectively and sensitively and within County guidelines.  17. To contribute towards Corporate Parenting Service development and attend meetings to represent the service as required.    18. To ensure that the Manager/Assistants are informed immediately of any safeguarding concerns, or of issues that may affect the safety of a family or appropriate/safe operation of the home.  19. To support effective and appropriate admissions, assessments and review procedures, which include the child, family and carers in line with current policies and procedures.  20. To work closely with allocated case holder and community-based colleagues to plan, support and prepare children for discharge or leaving care as appropriate.  21. To have a good understanding of Health and Safety legislation and the requirements it places on individuals and employers. To maintain Health and Safety standards and participate in regular inspections and to undertake training on H&S issues at specified intervals (e.g. PRICE [use of physical restraint] food handling, fire policies, first aid, COSHH, accident and sickness reporting, etc).  22. As a member of the Children’s Home team, you will need to:  To contribute to the running of the home by implementing policy, monitoring and reporting on compliance with Children’s homes regulations 2015, Quality Standards and the Assessment Homes’ Statement of Purpose.  23. To be aware of the wider strategic issues within the Directorate.  24. To contribute to the completion, implementation and regular review of risk assessments pertaining to activities, processes and children residing within and outside of their families.  Personal Management and Development  1. To take personal responsibility for contributing to own appraisal, supervision and internal development processes and procedures.  2. To accept and attend necessary induction, training, advice, instruction and deployment in order that services for children are provided appropriately and to the highest standards with positive outcomes.  3. To demonstrate on-going commitment to personal development by undertaking developmental training, research and reading, keeping up to date with best practice and maintaining own CPD records.  4. To complete Diploma in Children and Young People’s Workforce (or equivalent) within structured timescales.  5. To ensure that SWE registration is maintained (as required).  The Management Team may delegate or require this position to take on specific responsibilities or roles in a specialist capacity and will ensure that appropriate opportunities exist to gain experience, training and guidance in order for them to be able to do so. These areas are discussed with individual staff in supervision and the area of responsibility is recorded – within each team one area of additional responsibility will be allocated to an individual worker.  Specific responsibilities and roles may include First Aider, Union Rep, Health & Safety Rep. or Fire Marshall. Responsibilities can include maintaining the COSHH folder, purchasing and looking after Assessment Centre’s resources (computers, books, games and equipment etc.) or project work such as health liaison, education promotion within the centre.    **Employees (Non-managers)**  Health and Safety Roles and Responsibilities  It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:   * To be part of and promote a positive and pro-active health and safety culture; * Undertake necessary health and safety training; * Ensure you are familiar and comply with the Council’s health and safety policies and procedures; * Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services; * Follow all appropriate safety instructions and use safety equipment provided; * Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.); * Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home; * Check for and risk assess any known and potential hazards before visiting new service users and premises. * Ensure you leave details of visits and timescales when working away from your office base; * Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact. * Support your line manager in the delivery of good health and safety practice and the minimising of risks; * Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work; * Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence. * Use work items provided to you correctly, in accordance with training and instructions * Do not interfere with or misuse anything provided for your health, safety or welfare * Cooperate on all issues involving health and safety   General:   * Ensure the highest standards of record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance in accordance with professional codes of practice * To maintain up to date knowledge of legislation, national and local policies and practices in relation to working with looked after children, their families and carers. * To promote peoples equality, diversity, rights and responsibilities * To promote anti-oppressive and anti-discriminatory practice * To undertake any other duties appropriate to this post * The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equalities, Health and Safety and Confidentiality of Information. * The ability to travel independently to a variety of premises, sometimes at short notice. |

# 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.

# 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.

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| Essential Criteria | Assessed By: |
| Commitment to working towards or Successful completion of Diploma in Children and Young Peoples Workforce or equivalent | I |
| Willingness to undertake required therapeutic training | I |
| Awareness of Children’s Rights Issues | D |
| Awareness of the 5 key outcomes for Children and Young People. | I |
| **Experience** |  |
| Experience of work in the community with vulnerable families | I.D |
| Some experience of working with adults with mental health needs | D |
| Detailed knowledge of child development. | I |
| Experience of Social work in related fields | D |
| Job related aptitude and skills: |  |
| Time management skills | D |
| Good Assessment skills | D |
| Interpersonal and communication skills | I |
| Ability to form positive working relationships with a range of colleagues across agencies | D |
| Ability to write reports for children and their families | D |
| Ability to work independently but also to offer flexible support to colleagues when needed. | D |
| Ability to attend work regularly and on time | I |

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| Ability to support young people and families in distress | D |
| Ability to work in stressful environments and support colleagues. | I |
| **Specific Requirements:** |  |
| Satisfactory enhanced Disclosure and Barring Serviceclearance*.* | D |
| Ability and willingness to take part in 24 hour rota cover including evenings, weekends and bank holidays. Waking nights as required | I |
| Ability to travel independently to a variety of settings, sometimes at short notice. | D |
| Ability to promote the department’s image | I |
| No smoking at work | I |
| Awareness of health and safety legislation as detailed in the job description for the position. | D |
| Awareness of health and safety legislation as detailed in the job description for the position. | I |
| Desirable Criteria | Assessed By: |
| Diploma in Childcare or other relevant qualification attached to working with children/ young people and families | D |
| Training in focused and structured working theories/practices | D |
| Proven academic ability – e.g GCSE’s | D |
| Experience of working in both family and residential settings with children and carers. | I,D |
| Experience of using validated assessment measures. | I,D |
| Job related aptitude and skills: |  |
| * Ability to cope with competing pressures | I |
| * ICT skills | D |
| Personal qualities: |  |
| * Ability to support developing and regulated services and commitment to supporting positive therapeutic interventions to improve outcomes for children and their families. | I |
| Additional Requirements: |  |
| * Prior experience of work in related field demonstrating ability to work in the manner required of this post. | I |
| Physical: |  |
| Attend training in methods relating to physical contact as required by the position | 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 are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |

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|  | 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 a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | 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 |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | 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 |

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|  | Other (please specify): |

January 2024