**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 Support Worker – Disabled Children’s Service |
| Salary: | £30, 559 - £36,124 pro rota |
| Grade: | Grade 8/9 (scp 18-26) |
| Hours: | 25 |
| Team: | Children’s Disability Team - South |
| Service Area: | Children’s Disability Team, Children and Families |
| Primary Location: | The primary office location is based in Ron Groves House, Kidlington, Oxfordshire. The role is subject to agile working and will involve home working as well as face to face visits and meetings within the County and also further afield. |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| To work with disabled children, young people and their families in a way that prioritises good outcomes and promotes welfare. The work may include case management for some Child in Need cases. Work will include direct work with children, young people and their families.  This post holder is responsible for ensuring that all relevant Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies |

## 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.  **MAIN DUTIES:**   1. To work with Children’s Social Workers and others to provide help, support and interventions that promote better outcomes and life chances for children and their families. 2. To monitor and assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns. 3. To act as case holders for children and young people under s17 Children in Need. 4. To undertake visits, observations and review meetings and record them on electronic systems to the agreed standard and within agreed timescales. 5. To undertake direct work and interventions with children, young people and offer support to parents/carers in promoting welfare of their children within allocated cases and those of colleagues where appropriate. This may include the supervision of family time. 6. To set up, chair and attend multiagency CIN review meetings in order to successfully move children and families forward and step down to TAF where possible. 7. To develop community knowledge and links and use this for the benefit of disabled children and their families and also for the development of the service. 8. To prepare reports and complete administrative tasks including those related to direct payments as required by the Department and other agencies. 9. To link with internal colleagues and those from other agencies and community resources including but not exclusively SEN, Health and Adult Social Care and universal partners and providers in order to ensure that disabled children and their families are offered effective support. 10. To comply with the requirements of relevant legislation, guidance and practice standards in accordance with Childrens Social Care policies and procedures and those of the OSCB safeguarding procedures. 11. To give evidence in Court if required. 12. To attend team meetings, supervisions and training and undertake other tasks as required by the Team Manager.     **The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.** |

# 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).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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: |
| **Educational achievements, Qualifications, Training and Knowledge:**   * Evidence of good standard of education | A, D |
| **Experience:**   * Proven experience of working with children and adults | A, I, D |
| **Job related aptitude and skills:**   * An understanding of the impact of trauma disability, abuse, social deprivation and or disadvantage on children, young people and their families * Good IT skills * Ability to assess and analyse information * Knowledge and understanding of safeguarding principles * Ability to assess and analyse information * Ability to work flexibly * Ability to liaise efficiently with other professionals/organisations * Demonstrable listening skills * Good understanding of child development and factors that support children to develop and achieve their potential * Experience of dealing effectively with challenging situations * Ability to be proactive, motivated to create change within complex family situations. | A, I |
| **Personal qualities:**   * Able to be reflective, self-management * Ability to work with others * Resilient and able to work in challenging and complex situations * Confident and approachable manner * Ability to cope under pressure. Commitment to the service * Use of initiative within legal and departmental constraints * Willingness to share time and skills with colleagues * Ability to integrate and apply knowledge, values, and skills to practice situations in a purposeful, intentional, ethical and professional manner to promote well-being | A, I |
| **Special Requirements:**   * Satisfactory Disclosure and Barring Service (DBS) check * Ability to travel to and access a variety of premises * Commitment to inter-agency working | A, D |
| **Equal Opportunities:**  • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A, I |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:** |  |
| **Experience:**   * Experience/understanding/knowledge of Disabled Children. * An understanding of the impact of abuse, social deprivation and/or disadvantage on children, young people and their families | A, I |
| **Job related aptitude and skills:**   * Previous experience of Liquid Logic * Willingness to Co-working cases * Willingness to be part of project groups * Open to training | 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 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 if applicable |
|  | 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): |

**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.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.