

Job Description

Section A: Job Profile

Job Details

Job Title:	Family Worker
Salary:	£29,269 - £32,076
Grade:	GRD8
Hours:	37 per week
Team:	Family Time Team
Service Area:	CEF - Family Solutions Plus
Primary Location:	<p>County wide</p> <p><i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.</i></p>
Budget responsibility:	No
Responsible to:	Specialist Family time worker
Responsible for:	N/A
Political Restricted Post:	No

Job Purpose

- To work with children, young people and their families in a way that promotes their welfare, according to agreed plans
- To take responsibility for specific elements of the overall plan, as determined by the child's social worker in conjunction with the team manager
- To take responsibility for allocated case work as determined by the team manager
- To facilitate, supervise and assess contact/family time between children and their parents and/or relatives as agreed by the team manager.

This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies

Job Responsibilities

1. Supporting implementation of care plan
2. To monitor, assess, and report on children and young people's safety, well-being and development
3. To offer direct work to support parents/carers in developing skills and strategies to manage their child/children, including budgeting, as per agreed care plan
4. To attend and contribute to meetings including case conferences concerning the child and their family as required by responsible social worker or team manager
5. To contribute both verbally and in writing to planning and review meetings as required
6. To accompany social worker on certain visits/journeys as required
7. To record visits and observations in writing as required
8. To report orally to social worker or team manager in a timely manner regarding individual work that provokes concern
9. To give evidence in Court if required
10. To liaise and work with staff from other teams and agencies as required
11. To develop community knowledge and links and use them for the benefit of children and their families
12. To attend training and other meetings as required
13. To facilitate contact between siblings in different placements, by arranging, transporting, accompanying and supervising 'family time' meetings.
14. To record and assess specific contacts to contribute to the social workers overall assessments and as stand-alone assessments for court.
15. To work with parents and foster carers according to agreed plans for children looked after.

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 postholder 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.

A review of this job description will be carried out as part of the annual appraisal.

If you are appointed to this post, you will be expected to abide by the Code of Practice for Social Care Workers which will be issued to you. If you wish to have further information prior to your interview, please visit the website at www.gsc.org.uk.

For all staff - 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

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.

Essential Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge	<ul style="list-style-type: none"> • Evidence of good standard of educational qualification/achievement • Evidence of having good communication skills • Evidence of having ability to record accurately • Evidence of ability to write letters and reports
Experience	<ul style="list-style-type: none"> • Experience or knowledge of working with vulnerable families. • 2 years' experience of direct work with parents/carers and children who have experienced trauma.
Job related aptitude and skills:	<ul style="list-style-type: none"> • A clean current driving licence - workers need to travel to rural areas where there is no public transport. This role involves travel both in and out of county, possibly at short notice. • Use of a car in good working order • Communication skills (verbal, written, interpersonal) with all age groups • Ability to communicate with groups and individuals • Ability to undertake assessments • Ability to set goals and achieve them • Clear and concise report and record writing within timescales

	<ul style="list-style-type: none"> • Awareness of and commitment to all aspects of anti-discriminatory practice. • Ability or willingness to train in order to produce word processing documents and operate computer information systems/data bases. • Ability to attend work regularly and on time
Personal qualities:	<ul style="list-style-type: none"> • Ability to manage challenging situations under stress • Commitment to service • Ability to work with others and independently. This role involves lone working. • Use of initiative within legal and departmental constraints • Perseverance • Willingness to share time and skills with colleagues
Special Requirements:	<ul style="list-style-type: none"> • Satisfactory standard/enhanced Criminal Records Bureau disclosure. • The ability to travel independently to a variety of premises, sometimes at short notice. • Commitment to inter-agency working • Some flexibility in working arrangements/hours to meet operational requirements.
Desirable Criteria	Assessed By:
	<ul style="list-style-type: none"> • Satisfactory standard/enhanced Criminal Records Bureau disclosure. • The ability to travel independently to a variety of premises, sometimes at short notice. • Commitment to inter-agency working

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](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure

<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public

<input type="checkbox"/>	Other (please specify):
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April 2022