



Job Summary Overview

Job title	Support Practitioner (CWCF)
Career family	People Care
Professional pathway	Social Care and Education
Career family level	Intermediate/Officer (7b)
Grade	9
Reports to	Assistant Team Manager
Financial responsibility	N/A
Supervisory responsibility	N/A
Reference number	

Job Summary

The role of the CWCF support practitioner is to work alongside the allocated social worker progressing the child's or young person's care plan. This can include a range of responsibilities and direct work with children and families including; the delivery of life story work, preparation for independence, supporting family time, supporting family reunifications, completing parenting assessments and support; assisting with joint visits, return home interviews and offer additional support to ensure placement stability. The CWCF support practitioner will also support the duty system and administrative tasks.

Key responsibilities:

- To provide a professional service to children, young people and families.
- To ensure the highest of professional standards and good overall knowledge of interventions and practice in line with the values and principles of OCC.
- To ensure provision of good quality services which integrate government and local guidance and initiatives including, Children Acts 1989 & 2004, Working Together, local Child Protection and Looked After Children procedures, and the DoH assessment framework.
- To support children and families that are subject to Children we Care for plans alongside the allocated worker.
- To assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns.
- To provide direct work to children and families.
- To support family time arrangements including organisation and supervision.



- To deliver life story work
- Support the duty system within the CWCF service
- That the needs of the children and their parents/carers are professionally supported, and that relevant interventions are provided where needed, in a timely way.
- To work with families using the Family Safeguarding Workbook modules, and a strengths-based approach.
- To prepare and submit written reports as and when required.
- To attend reviews and professional meetings presenting interventions undertaken clearly, with professionalism and integrity.
- To ensure the social worker and manager are kept fully apprised of significant information about allocated families arising, seeking advice as and when necessary.
- To attend supervision when required and to engage in professional development as agreed with the line manager.
- To use ICT to maintain accurate case records, and to be able to record activity in line with key performance management data.
- To practice according to the Council's policies and procedures.
- To be familiar with and committed to equal opportunities and anti-discriminatory and anti-oppressive practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace and wider organisation.
- To proactively liaise with and work in partnership with other agencies and organisations, parents and carers.
- To ensure that the child's voice is considered in all casework and included in all assessments and plans.
- To promote the involvement of young service users and families in meetings about them, and where possible, in service development.
- Comply with OCC health and safety policies, procedures and rules, taking reasonable care of self and others.

Health and Safety

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.

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
Evidence of a good standard of education – Relevant Level 3 Qualification	✓	



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.	✓	
A good standard of IT skills, recording skills and the ability to be reflective; assessing and analysing information	✓	
Ability to demonstrate relevant and substantial experience in any or all of the following - social care, education, early years, youth and community work and proven experience of working effectively with children, young people and their families including within the family homes of children.	✓	
Ability to work in an inclusive/non-discriminatory manner, acting with integrity and impartiality, promoting a working environment that supports the Council's values	✓	
Ability to communicate and collaborate with a wide range of people in different situations and build effective working relationships internally and with partner agencies and be approachable.	✓	
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.	✓	
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Knowledge and understanding of the application of safeguarding principles.	✓	
Excellent analytical and planning skills with the ability to contribute to decisions.	✓	
Ability to safely transport children and families to venues across the country.	✓	
Experience of dealing effectively with difficult inter-personal and crisis situations.	✓	
Resilience to deal with challenging work and seek appropriate support from line manager.	✓	

Working Arrangements

- The post is not politically restricted.
- Full driving license with business insurance required to be able to travel nationally and work from various office locations.
- Access to a vehicle to meet business needs.
- Enhanced Disclosure and Barring Service check with Children's and Adults Barred List
- Required to provide cover for colleagues during periods of absence to ensure continuity of service and maintain operational efficiency.
- This role will require the post holder to work flexibly, outside of core working hours where necessary to meet the demands of the service
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.



- Face-to-face contact with members of the public

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

☒	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
☐	Other (please specify):		