**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: | Flexible Response Worker |
| Salary: | £33,336 - £36,124 |
| Grade: | 9 |
| Hours: | 37 |
| Team: | Children and Family Care Service |
| Service Area: | Childrens Disability |
| Primary Location: | This is predominantly a community based post covering the whole of Oxfordshire.  The teams office base is Ron Groves House Kidlington. |
| Budget responsibility: | None |
| Responsible to: | Flexible Response Patch Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.   * To work with children, and young people who have a diagnosed disabilty, along with their families in a way that prioritises good outcomes and promotes their safety, health, wellbeing and welfare. * Work will include direct work with children, and include parenting strategies and guidence for young people and their families. * Within the context of the role, undertaking personal care and support to disabled children, sometimes in challenging circumstances |

## 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 monitor and assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns. 2. To provide direct personal care and support to disabled children and young people, who may demonstrate through their behaviours, difficulties with their social, emotional and communication processing, and in their understanding. 3. Undertake visits, observations and meetings and accuratley record them to the agreed standard and within agreed timescales. 4. To act as lead worker for children and young people within the service supporting the childs social worker in the delivery of statutory interventions (e.g. CIN, CP). 5. To undertake direct work and interventions with children and young people that includes role modelling safe and positive parenting, within a family environment and support to parents/carers in promoting welfare of their children. 6. To co-work with allocated young people. This may include the supervision of contact. 7. Planning and arranging work that supports the successful transition of children and their families between statutory, targeted and community services. 8. To plan, and deliver parenting strategies, including undertaking risk assessments. 9. To develop community knowledge and links to ensure best outcomes for children, young people and their families. 10. To faciliate social oppoprtunties for young people within their local community. 11. To work in an integrated way with the wider Disabilty Social Care Service and universal partners, including the co-delivery of services where appropriate. 12. To contribute to statutory processes as required (e.g. child protection conferences; core groups and give evidence in court).   **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. |

# 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.

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| Essential Criteria | Assessed By: |
| To be able to work independently in the community, family homes and other environments as required. | A |
| Abilty to provide direct personal care in a sensative and respful manner, promoting a level of independence appropriate to the needs of the child | A |
| Experience of providing services to children and/or their families with complex needs | A |
| An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families. | A,I |
| Knowledge and understanding of the application of safeguarding principles | A,I |
| Mediation/negotiation skills along with experience of dealing effectively with difficult inter-personal and crisis situations. | A,I |
| Ability to proactively create, maintain and promote a strong network of connections and effective working with children, their families / carers, other professionals and agencies | A,I |
| Excellent analytical skills and planning skills with the ability to make well-informed decisions | A,I |
| Awareness of the physical and social needs of children and young people who have a disability and a demonstratable understanding of the impact the caring role can have. | A,I |
| Experience of dealing effectively with difficult inter-personal and crisis situations | A |
| Resilience to deal with complex and challenging work and seek appropriate support from line manager. | A |
| Abilty to be physically able to respond to a child in crisis which as a last resort may involve the use of a restrictive intervention in order to prevent harm by the child to child, self or others. | A |
| Abilty to use IT systems | A |
| Ability to be flexible in availability and willing to work at short notice | A |
| Care Skills Award, NVQ/Diploma in health and social care/Childcare related or similar social care qualification. |  |
| Desirable Criteria | Assessed By: |
| Knowledge of child, CP,CIN processes | I |
| Knowledge of completing Graded Care Profiles, Chronologies | I |
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# 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).

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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 |

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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.