

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Senior Community Support Worker |
| HBC Grade: | HBC7 |
| Service: | Children In Care |
| Division: | Children and Families |

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| **Main Purpose of the Role** |
| To contribute to the creation, implementation and review of individual care plans for children, young people and their families to meet their assessed need.  To undertake supervision of Community Support Workers.  To contribute to the development of services for children in need and children in care.  To improve outcomes for children in need, children in care and their carers |

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| **Key Duties** | |
| **1** | Work closely with the Principal Manager to develop strategies and services which ensure that the needs of children and young people are supported and addressed. |
| **2** | Undertake supervision of Community Support Workers including allocation of work. Provide practice advice and support as necessary to ensure that individual care plans are appropriate and regularly reviewed .and service needs are met |
| **3** | Liaise and communicate with other agencies, parents and professional staff so that appropriate resources may be identified and mobilised for the benefit of children, young people and their families. |
| **4** | Maintain effective record systems to enable the preparation of necessary reports to contribute to the care planning process and to the effective management of the Community Support Worker resource. |
| **5** | Take a lead role in ensuring that support strategies are developed and implemented and the support to children and families is effective in achieving improved outcomes |
| **6** | Contribute to the planning, monitoring and review of services to ensure that outcomes are achieved and impact is evidenced |
| **7** | Be aware of and comply with the statutory requirements, policies, equal opportunities and other regulations and procedures. |
| **8** | Identify problems and services deficiencies by the continuous review of service needs, and make recommendations for improvements so as to contribute to the achievement of the overall service objectives. |
| **9** | Develop and maintain positive relationships with partner agencies and engage them in developing the support available to children and families |
| **10** | Represent the service at appropriate meetings and promote and address the needs of children and families |
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| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| NVQ Level 3 in Social Care or equivalent  A minimum of 3 GCSE’s or equivalent at grade C or above which includes Maths and English, or demonstrate the appropriate level or skills or experience | Evidence of continuous professional development | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of working with children and families in a social care setting or related environment | Knowledge of child and adolescent development | Effective communication skills with children, young people and their families    Ability to contribute to care planning | Application / Interview /Assessment |
| Experience of using information technology | Awareness of importance of multi disciplinary working and integrated approach to service deliver | Good written and verbal skills | Application / Interview /Assessment |
| Experience of working collaboratively with colleagues from other organisations including Social Care, Health, Education and voluntary sector | Working knowledge of relevant Government legislation, guidance and local procedures relating to children and families including safeguarding and children in care | Good Assessment skills | Application / Interview /Assessment |
|  |  | Ability to work as a member of a team | Application / Interview /Assessment |
|  |  | Ability to supervise, motivate and allocate work to staff | Application / Interview /Assessment |
|  |  | Ability to manage the performance of team |  |
|  |  | Understanding of accountability and ability to work corporately | Application / Interview /Assessment |
|  |  |  | Ability to keep accurate records and produce reports |  |
|  |  |  | Ability to contribute to care planning |  |
| **DESIRABLE** | Experience of facilitating and supervising children to have contact with their families |  |  | Application / Interview /Assessment |
| Experience of staff supervision/coaching |  |  | Application / Interview /Assessment |
| Experience of assisting in strategy development |  |  | Application / Interview /Assessment |
| Experience of contributing to the planning, monitoring and review of services |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to work outside office hours as required  Car User \* reasonable adjustments will be made under the Disability Discrimination Act  Commitment to own professional development  Satisfactory attendance record  Sensitivity, diplomacy and resilience  Awareness of equal opportunities and ability to demonstrate within the work environment  Commitment to challenge discrimination  Commitment to consultation with service users  Commitment to promote the best interests of the child  Positively promote customer care |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.