

SEFTON COUNCIL – PEOPLE DIRECTORATE

Children's Services

JOB DESCRIPTION

Post: Family Support Worker
Post Number: Various **JE no: A3425**
Team: Various
Location: Any within CSC
Grade: Grade G

Responsible to: Team Manager(s)
Responsible for: N/A

JOB PURPOSE

To contribute to the delivery of an effective Children's Social Care Service as part of a Departmental team continuously improving outcomes for vulnerable children and young people.

To be responsible for providing practical and social support for children, young people and families. This includes contributing to care packages, recognising serious risk, promoting the welfare of vulnerable children and young people to make informed decisions and support family led planning..

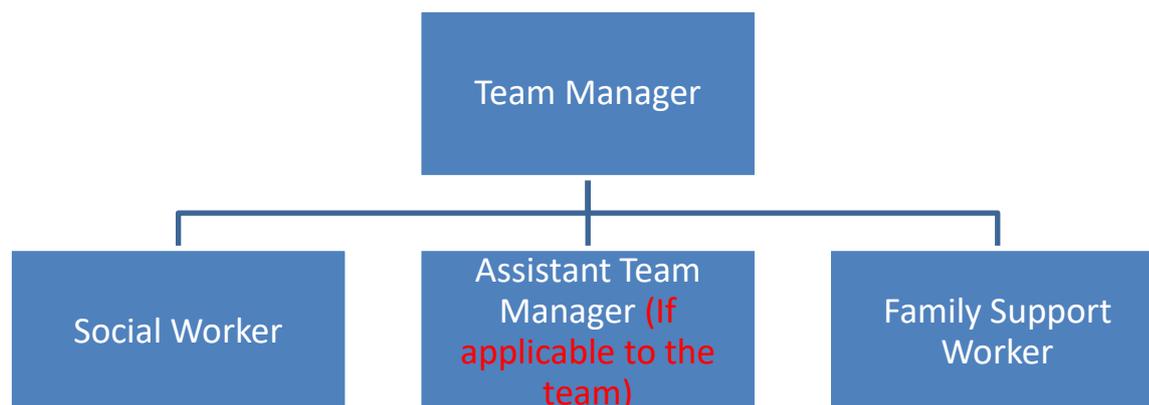
To contribute to managing the reputation of the service and the Council, complying with national and service procedures and guidance.

MAIN DUTIES

1. Working with children aged 0-25. Contribute to ongoing assessments, care planning and reviews ensuring a child centred focus and empowering children, young people, and their families.
2. Undertake direct work with children, young people and their families in their homes and the community in a manner which safeguards and promotes positive outcomes in line with agreed Children Assessment Framework Plans, Children in Need and Child Protection Plans and Looked After Child care plans.
3. Promote and facilitate contact for children and young people, as required, with their birth family members, providing supervision and assessment in accordance with the Care Plan. Provide support with transport as required.

4. Identify and assess levels of risk and need and with support, deliver protective and/or supportive services for children at risk, in need and/or looked after. Take responsibility for reporting of risk properly through the line management structure.
5. Communicate effectively and confidently in a range of situations.
6. Undertake home visits and welfare checks and ensure children are safeguarded within the community, identifying risk, and reporting Safeguarding issues in line with Legislation and Policy and Procedures.
7. Provide emergency cover or crisis intervention including immediate tasks within the home to keep children safe and stay overnight to prevent the child/children being accommodated. Provide support with immediate needs such as shopping and fuel.
8. Support social workers during a Child Protection Enquiry which includes Section 47 enquiries and the immediate protection of children.
9. Advise and refer or signpost to other services, for example financial support, accommodation and welfare rights, in line with the plan.
10. Be involved and contribute to work directed by the family courts.
11. Support the involvement of children and young people in decisions affecting their lives and support them to make informed decisions.
12. Promote the wellbeing and resilience of children and young people through demonstrating an understanding of child development, emotional identity and self-esteem. Assist children and young people to move and settle into a new home.
13. Working individually or as part of team.
14. Demonstrate inclusive practice in relation to identity and diversity, challenging any issues of concern.
15. Work co-operatively with colleagues and in partnership within the Council and across agency boundaries including statutory, voluntary and local community, and faith groups.
16. Entering and recording high quality information on the councils' children's database.
17. Provide support to qualified social workers within the team, including specific practical tasks and administrative support as required.
18. Prepare for and attend Performance and Development Reviews, supervision sessions and staff meetings and make use of all available learning and development opportunities.

ORGANISATIONAL STRUCTURE



GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Postholders may be required to work on a weekend rota for which Sefton Local Pay conditions will apply.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture. This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Since confidential information is involved with the duties of this post, the postholder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The postholder will be required to undertake, and participate in training, coaching and development activities, as appropriate.

The postholder will be expected to work flexibly and undertake any other duties as directed from time-to-time to meet the exigencies of the service.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job

Reviewed and Updated (Date):	29 th April 2024
By (Name):	Risthardh Hare
Position:	Executive Director Childrens Social Care and Education.

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form.
Please demonstrate, with examples, how you meet the criteria for the post,
as set out below.

Job Title: Family Support Worker

Criteria	Essential	Desirable	Assessment Method
Qualifications	Level 3 qualification relating to working with Children and Young People		C
Experience	To have experience of working from a community base, in supportive and practical roles with children, young people and their families A broad knowledge of issues arising from working with children, young people and their parents who may be dealing with a wide range of difficulties A non-oppressive approach to working with children, young people and their families		A/I
Demonstrable skills, knowledge and aptitudes	Knowledge and understanding of child development and family dynamics. Knowledge of issues affecting children’s and young people’s vulnerability and resilience. Ability to communicate effectively and undertake direct work with children and young people. Ability to write accurate records and reports Ability to effectively undertake partnership working with children, young people and families. Ability to meet the demands of the service and produce work to a high standard within set timescales. Ability to be solution focused in relation to case work and service development, resolving familiar routine problems autonomously.	Knowledge of appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans Knowledge of the Assessment Framework and other relevant assessment and planning tools.	A/I A/I A/I A/I A/I A/I

Prepared by: Laura Knight & Julie Bucknall Date: October 2019
Reviewed by: Risthardh Hare Date: April 2024
Method of assessment: A = Application Form, I = Interview, C= Certificate, T= Test, P = Presentation

	<p>Ability to follow through on agreements with children, young people and families and demonstrate empathy.</p> <p>Ability to take advantage of and use information technology.</p> <p>Ability to work within professional and ethical standards including the HCPC codes.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>
Special requirements	<p>This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring service (DBS) in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	This post is designated casual car user.	C
Other	<p>Commitment to own professional development.</p> <p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Must be legally entitled to work in the UK.</p> <p><i>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.</i></p>		<p>A/I</p> <p>A/I</p> <p>C</p>

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