**Sefton Council**

**Children’s Social Care**

**Children With Complex Needs**

**Aiming High Short Breaks**

**Senior Outreach Worker**

Post 304384

Position POSN 417240

Grade H £36124 - £39513

Job Evaluation score 502

Hours Full time

Location Various, borough-wide.

Responsible to: Aiming High Manager

Responsible for Outreach Workers

**Job Description**

**Job Purpose**:

1. To oversee, supervise, support, develop and appraise staff in the team.
2. To co-ordinate rotas for staff to support children and young people, supervisions and reviews of progress
3. To co-ordinate and develop services and support to achieve measurable outcomes for children
4. To develop opportunities for paired and group activities

**Main Duties**:

1. To co-ordinate and chair team meetings and contribute to a feedback loop to team management.
2. To confirm the initial contract with families, undertake a risk assessment and confirm the outcomes, dates and times of the interventions, review meetings, potential activities and end date.
3. To use supervision, team meetings and case notes to assess whether the detailed plan is meeting designated outcomes and to offer guidance and support.
4. To provide qualitative and quantitative reports on the performance of the team.
5. To influence development of term time and holiday programmes
6. To oversee contracted working hours, attendance and expenses of the team.
7. To liaise with bases, community projects and facilities where the activities may take place
8. To contribute to the development of a training programme and ensure that all staff remain up to date and compliant.
9. To oversee case notes and submit into ICS; to provide evidence of achievement and analyse progress towards defined goals.
10. To ensure good communication between parents, carers and professionals.
11. To contribute and provide reports to child centred meetings eg Child in Need, child Protection and Education Health and Care Plans.
12. To develop a good understanding of community facilities and opportunities close to where the family live, in the immediate area and beyond.
13. To adhere to all policies and procedures including safeguarding, information compliance and health and safety.
14. To prepare for and attend supervision, team meetings and training.
15. To be committed to embedding learning, improving practice and continuous professional development

 **Aiming High Short Breaks**

**Senior Outreach Worker**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) or****Desirable (D)** | **Method of Assessment** |
| **Qualifications**1. Level 3 qualification or above relating to Social Work, Children and Young People, Education, Teaching, Health, Community Work or equivalent.
 | E | AF/C/I |
| 1. Management qualification
 | D | C |
| 1. Trained in the safeguarding and protection of children and young people.
 | E | C |
| 1. Trained in information compliance
 | E | C |
| 1. Trained in quantitative and qualitative research methodology
 | D | C |
| ***Experience*** |  |  |
| 1. Experience in the supervision, oversight, support, development and appraisal of staff.
 | E | AF/I |
| 1. Significant experience of direct work with children with complex needs towards planned outcomes/goals.
 | E  | AF/I |
| 1. Significant experience of working with parents and families.
 | E | AF/I |
| 1. Proven complex organisational skills, including the ability to construct effective rotas, organise meetings, maintain accurate up to date records, ensure compliance with policies and procedures.
 | E | AF/I |
| 1. Experience analysing information to provide quantitative and qualitative reports, illustrative case studies, notes of meetings and evidence of outcomes and achievements.
 | E | AF/I |
| 1. Ability to contribute to short break programmes
 | E | AF/I |
| 1. Ability to work effectively, in co-operation and partnership with other departments and a wide range of partner agencies.
 | E | AF/I |
| 1. Ability to take advantage of and use information and communication technology.
 | E | AF/I |
| 1. Ability to work within professional and ethical standards including the Social Work England professional codes.
 | E | AF/I |
|  |  |  |
| **Personal Attributes Required** | *Essential (E) or**Desirable (D)* | *Method of Assessment* |
| **Ability, Skills & Knowledge**1. Knowledge of appropriate legislative frameworks, statutory guidance and processes: Children Acts 1989 and 2004, Short Breaks for Disabled Children Statutory Guidance (2010) Working Together to Safeguard Children, Children and Family Act (2014), Equality Act (2010).

  | E |  |
| 1. Knowledge and understanding of mainstream child development and how the pathways for development may differ for children and young people with additional and complex needs.
 | E |  |
| 1. Knowledge of methods of communication such

as Picture Exchange Communication Systems, Objects of Reference, sign language and social stories. | E |  |
| 1. Understanding of how assessments and plans inform and improve the lived experience of children with complex needs (such as Social Work Assessments, Child in Need Plans and Education, Health and Care Plans). Ability to direct the intervention based on assessed needs and the outcomes identified.
 | E |  |
| 1. Commitment to understanding the child’s needs and wants. An ability to communicate effectively with children and young people and ensure that they feel understood, valued and safe.
 | E |  |
| 1. Good understanding of the needs of the parents, carers, siblings and wider family of a child and young person with complex needs.
 | E |  |
| 1. Commitment to improving the quality of life of children, young people and their families.
 | E |  |
| 1. Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.
 | E |  |
| 1. Up to date knowledge of local community facilities and a commitment to stay up to date
 | D |  |
| 1. Ability to work in partnership at all levels, including, communicating and joint working with internal/external organisations to achieve outcomes.
 | *E* | *AF/I/P* |
| **Personal Style and Behaviour** |  |  |
| 1. Personal commitment to develop services and support that are ambitious for children and young people*.*
 | *E* | *AF /I*  |
| 1. An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect.
 | E | AF/I  |
| 1. Desire and ability to proceed by consultation and engagement. Utilising influence with stakeholders
 | E | AF/I |
| 1. High degree of probity and integrity.
 | E | AF/I |
| 1. Quality orientated and a commitment to continuous improvement.
 | E | AF/I |
| 1. Act as a role model for others demonstrating a “can do” attitude and promoting positive challenge.
 | E | AF/I/P |
| **Other**1. Evident commitment to personal continued

Professional Development.  | E | AF/C/I |
| 1. Must be legally entitled to work in the UK
 | E | C |
| 1. Satisfactory DBS check
 | E | C |

**Assessment Methods Key:**

AF – Application Form

C – Certificates

I – Interview

P - Presentation

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