

## Job description

Job title		Outreach Worker			
Service Area		Children & Families	Function	Child Protection & Early Intervention	
Team	Child Protection and Assessment Team (CPAT)		Post number	CT0586; CT0587	Grade LBR 6
Reports to		CPAT Senior Supervising Social Worker			
Responsible for		N/A			
Purpose of job					
<p>To assist the Child Protection and Assessment Senior Supervising Social Worker and Team Manager in developing a support service to ensure an efficient and cost effective service.</p> <p>To work effectively with other members of the CPAT using any specialist knowledge to ensure on going development of the service.</p> <p>Supporting staff to carry out programmes of work, offering advice, input and guidance to promote positive parenting.</p>					
Major duties and responsibilities					
<p><u>Specific function and task</u></p> <p>The Outreach Worker is expected to work in partnership with the Child Protection &amp; Assessment Service Senior Supervising Social Worker and Team Manager using effective communication skills to ensure that the team is able to deliver effective, efficient services.</p> <p>To work alongside staff delivering a range of services to families, children and young people.</p> <p>As a member of the Child Protection &amp; Assessment Service to provide cover for absent colleagues to ensure a seamless service for the client.</p> <p>To be responsible for holding an individual case load.</p> <p><u>Children and their Families /Carers</u></p> <p>Contribute to client care plans where appropriate.</p> <p>Maintain good standards of Child Development practice.</p> <p>Make appropriate referrals to Child Protection team in line with procedures.</p> <p>To prepare and present reports for a wide variety of audiences and ensure that work in this area is completed to a high standard and within time scales.</p> <p>To participate in referral meetings, reviews, case discussions, core group meetings, case conferences court, care plan meetings and any other relevant meetings.</p> <p>To complete relevant paper work for the family files and maintain these files to a high standard, working with other staff to ensure this is done in line with departmental procedures.</p>					

To work in partnership with families, monitoring their needs through accurate record keeping, care planning and case recording ensuring that information is shared with service users where this is permissible.

To work in partnership with other professionals.

To be a good role model by demonstrating how to approach sensitive and personal issues with parents/carers in a professional manner.

#### General

To keep up to date and implement any legislation or procedures in relation to service delivery, disseminating as necessary to other staff.

To work with the Child Protection & Assessment Team to ensure that the organisation and development of services comply with Ofsted required minimum standards.

To work alongside the Child Protection & Assessment Team and with Ofsted Inspectors to ensure that any recommendations made within Inspection reports are adhered to.

To actively promote and encourage diversity and a multi-cultural ethos through every aspect of the service.

To ensure health and safety procedures are followed within own areas of responsibility, ensuring that health and safety requirements are met including lone working procedures.

Any other duties as required by the post.

Person specification

Job Title	Outreach Worker (Child Protection & Assessment Team)				
Service Area	Children's Services		Function	Child Protection & Assessment	
Team	Child Protection & Assessment Team	Post number	CT0586 , CT0587	Grade	LBR6
<i>Method of candidate assessment: A = Application Form    I = Interview    T = Test</i> <i>Weighting: 3 = most important, 2 = least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
1. A recognised relevant qualification (i.e. NNEB, NVQ3 Health and Social Care or Child Care) or relevant experience.				A	3
Experience:					
2. Significant experience of working within a children and families setting.				A – I	3
3. Experience and knowledge of statutory child protection and assessment.				A – I	2
4. Experience of working with child protection issues.				A – I	3
5. Experience of working one to one with families in their home.				A	3
6. Experience of dealing with difficult situations in a professional manner.				A – I	2
7. Experience of joint working with parents and other professionals.				A – I	3
8. Experience of writing, concisely and accurately, case notes, reports etc.				A	2
9. Experience of supporting group work.				A – I	3
10. Experience of delivering and supporting parenting classes.				A – I	2
Skills:					
11. Ability to support children in need and their parents, within their home or in the community and at reviews, case conferences etc.				A	2
12. Ability to formulate and implement child care plans.				A – I – T	3
13. Ability to demonstrate good communication skills with colleagues, other professionals, children and their families.				I	2
14. Ability to work in co-operation with the Child Protection & Assessment Team consulting on team and casework issues.				A	3
15. Ability to remain courteous, calm and professional at all times.				I	2

16. Ability to use resources effectively within current constraints.	A	2
17. Ability to organise and manage own time and workload.	I	3
Knowledge:		
18. Knowledge of legislation and guidance relevant to working within a Child Protection & Assessment Service.	A – I	3
19. Knowledge and understanding of the needs of children and their families.	A – I – T	3
20. Knowledge and understanding of equality and diversity issues.	A – I	2