

Job Description

Job Title	Mapping Exploited Children Researcher				
Service Area	Children's Services				
Team	Families Together	Post number		Grade	LBR10
Reports to	Manager Specialist Services for Exploited Children				
Responsible for (include people and resources)					
Purpose of Job					
<p>To undertake information research and analysis to prevent children becoming criminally or sexually exploited. The post holder will be responsible for gathering information from a range of sources, including young people, so that it can be analysed through the mapping software.</p>					
Major duties and responsibilities					
<ol style="list-style-type: none"> 1. To research information from a range of sources to facilitate the work of the live mapping tool. 2. To attend all relevant panels concerning children's safeguarding to obtain and share information with a view to strategic planning. 3. To work within schools, Youth Centre's and with other key partners to identify, as early as possible, young people with additional needs and offer multi-agency support. 4. To be the single point of contact for all intelligence gathering and sharing of information concerning exploited children in the Children and Families Service. 5. To undertake return home interviews in line with the statutory responsibility for children and young people who have been reported missing to the police. 6. To develop and deliver personalised packages of support for young people to assist them in overcoming barriers which may be impacting on their personal, social, educational and economic progression and their ability to achieve their full potential. 7. To deliver appropriate interventions as part of the agreed package of support for individuals and their families, ensuring plans are outcome focused and progress is reviewed effectively. This will include developing and delivering effective interventions that significantly reduce anti-social and offending behaviour and other poor outcomes for identified young people and families 8. To maintain accurate, comprehensive management information/case records using specified electronic systems and complying at all times with completion deadlines. 9. To complete whole family assessment by working alongside the family and partners to ensure that assessments are translated into SMART plans that reflect the current and ongoing needs of the family. 					

10. To develop a high level of knowledge about the local community and existing provision for young people and parents.
11. To prepare high level reports for forums as required.
12. To work effectively as part of a multi-agency team and attend all relevant internal meetings and represent the Family Together Service at external meetings as required. This will also involve representing and speaking on behalf of the Family at multi-agency meetings such as Child Protection Case Conferences, inter-agency planning meetings and school meetings.
13. To liaise and maintain contact with other professionals involved with the family to ensure that information is shared and to act as a link worker for identified partner agencies.
14. Working within the Common Assessment Framework ensure all young people worked with, have a comprehensive assessment and agreed support plan.
15. To be responsible for the development and delivery of groupwork and outreach programmes with young people to address lack of engagement, risk behaviours and involvement in crime.
16. To ensure that young people are actively involved in the development and review of individual support plans and outcomes.
17. To actively promote the service through appropriate publicity, events and networking and be proactive in securing sufficient referrals to maintain a full caseload.
18. To ensure that the approach to working with young people is flexible, working at a variety of venues and out of office hours as appropriate.

1. General

2. To support the development of the team through attendance and constructive contribution at team meetings and service meetings.
3. To participate in any relevant duty rotas as required and appropriate.
4. To attend and actively participate in regular supervision sessions with the team manager. This includes participating in all relevant training events and other opportunities for professional development.
5. To adhere to principles of partnership working within the case management process
6. To maintain appropriate case management records on the Children's Information System.
7. To maintain at all times a courteous, helpful and polite response to staff and service users, to promote anti-discriminatory practice and ensure that individual needs are recognised and supported.
8. To contribute to the development of the service and its activities in an on-going basis.

9. To carry out appropriate administrative tasks in support of the work, maximizing the use of available information technology.
10. To ensure that equality of opportunity and anti-discriminatory practice is a priority throughout all areas of the work.
11. To participate constructively in supervision with the Line Manager and to undertake appropriate training activities.
12. Prepare and present selected cases, programme reports and highlight at internal and external meetings.
13. To ensure that quality of opportunity and anti-discriminatory practice is a priority throughout all areas of the work.
14. To safeguard the health and safety of yourself and all persons and premises under your control. Complying with and in accordance with the provisions of Health and Safety legislation and Families Together practice and procedures
15. To keep up-to-date with knowledge of research about what is most effective in reducing and preventing offending by young people and to apply the lessons from research to practice.
16. To participate in all relevant training events and other opportunities for professional development.
17. To develop and ensure consistent policy, practice and procedures for parenting.
18. Making recommendations which may be incorporated into changes in procedures/service practice
19. Identifying and assisting where appropriate with gaps in preventative initiatives
20. To ensure work practices and processes developed take into account the council's equal opportunities policy, Health and Safety at Work Act and other associated council policies and procedures.
21. To ensure that all activities are carried out in accordance with relevant childcare and criminal legislation.
22. To comply with the Data Protection Act.
23. Keeping abreast of new trends, policies and legal changes in relation to family/parenting support and parenting orders
24. Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

The FIT workers will work evenings and weekends to meet the needs of the families.

Able to work flexible or unsocial hours at short notice

Person Specification

Job Title:	Family Intervention Team (FIT) Worker		
<i>Method of candidate assessment: A = Application form, I = Interview T = Test. Weighting: 3 = Essential 2 = Important 1 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • <u>Key Skill Level 3:</u> 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent. • <u>Key Skill Level 4:</u> Bachelor's degree; Foundation degree, HNC; HND, NVQ level 4 or equivalent; including professional qualification Knowledge & Experience 	A	3

Minimum experience/ knowledge/ skills:	Significant relevant experience of direct work with children, young people.	A & I	3
	Ability to design and deliver a variety of programmes to achieve planned outcomes for young people and practical experience of delivering one to one and group work interventions.	A & I	3
	Knowledge: Understanding of the range of issues that impact on the lives of young people and experience of undertaking holistic assessments to identify needs and appropriate interventions.	A & I	3
	Knowledge of the risk and protective factors related to families at risk of offending	A & I	3
	Experience of completing specialist assessments, reports and evaluations for a variety of audiences	A & I	3
	Experience of multi-agency work and the ability to coordinate a multi agency package of support for young people.	A & I	3
	Working knowledge and understanding of national and local youth policies and initiatives and relevant legislation relating to young people.	A & I	3
	Experience of working directly with families, communities and children and young people Experience of managing effective relationships with a range of partners with differing agendas and objectives and ensuring positive relationships can be maintained.	A & I	3
	Working knowledge of relevant legislation relating to children and young people	A & I	3
	Knowledge of relevant legislation relating to anti-social behaviour	A & I	3
Knowledge of evidence based programmes such as Triple P parenting	A & I	2	

Minimum behaviours:	Ability to engage and motivate resistant and hard to reach young people and families	A & I	3
	Commitment to anti-discriminatory, equality of opportunity and ability to integrate within practice	A & I	3
	Ability to challenge and be assertive with families but also be sensitive and empathetic to their needs	A & I	2
	Proven ability in using negotiation and problem-solving skills in a multi-agency and multi-disciplinary setting.	A & I	2
Communicating and influencing others	Effective verbal and written communication skills across diverse disciplines alongside strong interpersonal skills and to network and form effective links with different agencies and organisations.	A & I	3
Working together	Proven ability of working with socially excluded young people, adults and families and an understanding of the issues to overcome to enable sustainable and positive change.	A & I	3
Analysis and judgement	Ability to make decisions that balance the needs of families and individuals with those of the wider community using assessments and information from a wide variety of sources.	A & I	3
Driving improvement	Ability to ensure workload is managed within timescales and effective records	A & I	3
Adaptability	Ability to maintain compliance with appropriate policy, procedures and operational instructions by supervisor.	A & I	3
Leadership and managing people <i>(for those with line management responsibility)</i>	N/A		
Strategic perspective <i>(for senior management posts)</i>	N/A		
Special conditions:	N/A		
Signature of Employee:	Name:	Date:	

