

Job description

Job title		Senior Family Support Worker			
Service Area		Fostering Adoption & Children with Disabilities	Function	SEN & Disability Service	
Team	Children with Disabilities Team		Post number	TBC	Grade 8
Reports to		Team Manager			
Responsible for		Completing Child in Need reviews of disabled children, undertaking duty tasks required to support families and work jointly with Social Workers in supporting families.			
Purpose of job					
To undertake the monitoring and reviews of children in need and their families.					
To facilitate access to appropriate services and to report concerns for children at risk.					
To maintain accurate database information.					
To work in partnership with parents and professionals.					
To promote and develop services that promote independence and attainment for young people with disabilities.					
To chair Child in Need Meetings and create appropriate plans.					
To manage a caseload of children with complex needs and meet the deadlines for completion of work and case turnover.					
Major duties and responsibilities					
Undertake and monitor reviews of children with disabilities, that will minimize the effects of their disability and facilitate them remaining within their own family unit.					
Identify child protection issues and refer these to Senior Practitioners or Team Manager.					
Complete Transition Assessments, Mental Capacity Assessments and Care and Support Plans of young people.					
To develop a strong network of links between Health, Education, Connexions, Adult and Children's Social Services.					
Complete Continuing Health Care Checklist for appropriate young people.					
To ensure that attempts are always made to elicit the wishes and feelings of the child/young person with a disability.					
To work in partnership with parents and multi-agency professionals.					
To liaise with relevant professionals in assessing and planning services for children with disabilities.					
To work in an anti-discriminatory way and respond sensitively to individuals' ethnic, cultural, religious and linguistic needs and adhere to the borough's policy on equalities and diversity.					
To prepare reports under the Department of Health Framework of Assessment.					

To prepare documentation for the Resource Allocation panel and implement care packages.

To develop and deliver personalised packages of support for children or young people to assist them in overcoming barriers which may be impacting on their personal, social, and economic progression and their ability to achieve their full potential.

To maintain accurate, comprehensive information/case records using specified electronic systems and complying at all times with completion deadlines.

To take responsibility for ensuring that knowledge of legislation is kept up to date.

Attend and play an active part in all team meetings and supervision sessions.

To liaise with other professionals in Health, Education and Social Services.

To support the development of the team through attendance and constructive contribution at team meetings and service meetings.

To undertake the Duty Family Support worker role on rotation.

To cover the role within the Families Together Hub where required.

Role requirements

- Review of disabled children.
- Attend Education, Health and Social Care Review Meetings.
- To provide short and long-term support to families in crises.
- To complete whole family assessments 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 child/young person.
- To develop a high level of knowledge about the local community and existing provision for young people and parents.
- 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.
- 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.

As part of your role within the Families Together Hub you will be expected to do the following:

- Screening cases that are of mild to moderate need assigned to you by the hub
- Completing assessments using the Common Assessment Framework, working in a whole family's way
- Utilising the Children with Disabilities Matrix in order to assess level of need and ensure that the right package of support is provided
- Chairing and completing Team Around the Families and any other reports or assessments as required as part of any package of support

- Completing sign posting work
- Recording on EHM
- Input to the Triple P Stepping Stones (Parenting Programme) within the hub through one off sign posting workshops and or providing assessment support to ensure that parents receive a robust package of intervention.

Information technology

- Effectively use the Integrated Children's System – Protocol (Liquid Logic).
- Effectively use the adult system – CareFirst.
- Effectively use the Microsoft Teams system.
- Ensure steps are taken to protect data integrity and that you comply with the IT security policy.
- To comply with the Data Protection Act.

GENERAL

- To contribute to the collection of statistical data.
- To use information technology to carry out duties of the post.
- To be supervised by the Team Manager or Senior Practitioner.
- To undertake appropriate training and personal development as is required and identified by the Team Manager
- To promote the development of an individual needs led service.
- To promote health and safety of staff and service users.
- Vast amount of learning is available in regard to working with children with multiple health and learning needs as well as their siblings.
- 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.
- To contribute to the development of the service and its activities in an on-going basis.
- To carry out appropriate administrative tasks in support of the work, maximizing the use of available information technology.
- To ensure that equality of opportunity and anti-discriminatory practice is a priority throughout all areas of the work.
- To work flexibly, dependent on the needs of each young person. To be willing and able to work outside beyond 5pm and at weekends. To participate in any relevant duty rotas as required and appropriate.

The above duties are neither exclusive nor exhaustive. The post holder may be required to carry out such duties as may be required by Management within the grading and level of the post and competence of the post holder.

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Person specification

Job Title		Family Support Worker			
Service Area		Fostering Adoption & Children with Disabilities	Function	SEN & Disability Service	
Team	Children with Disabilities Team	Post number		Grade	8
<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:					
You should be able to demonstrate that you have Significant relevant experience of working with children with disabilities, or hold a certificate in Child Care or Social Care				A/I	3
Experience/Knowledge/Skills/Competencies:					
Experience:					
Have experience of working with children with disabilities.				A	2
Ability to give advice to members of the public.				A	2
To have gained an understanding of the issues that may arise in working with children with special needs.				A/I	2
The ability to assess need under the Department of Health Framework for Assessment.				I/A	3
Commitment to addressing the particular ethnic, religious, cultural and linguistic needs of children with disabilities and their families.				A/I	2
Ability to work co-operatively within a team and also to respond sensitively and appropriately to members of the local community and representatives of other agencies.				A/I	3
Skills:					
Experience and ability to compose and produce reports, records and correspondence.				T	3
Willingness to learn and use the Authority's information technology system (Microsoft Word, Excel, Liquid Logic and Carefirst).				A/I	2
Liaise with other professionals to improve the health and well-being of children through shared information and communication.				I	3

Effective communication skills which are clear, fluent and concise, including interpretation of complex data.	A/I	3
Ability to manage a complex workload.	I	2
To demonstrate confidence in working with children and families with complex needs.	I	2
To be able to transfer information into an established record system.	I	2
To have a positive approach towards service delivery.	I	3
Ability to manage a complex workload.	I/A/T	3
Knowledge:	A/I	3
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	2
	A/I	2
To demonstrate a knowledge and experience of a working duty system.		
Adequate knowledge of childcare/disability legislation and the desire to implement this in good childcare practice, within a social work setting.	A/I	2
Awareness of Child Protection issues and experience of identifying/passing on child protection concerns.	A/I	3
A practical understanding of and commitment to the principles and practice of equal opportunities for staff and clients.		
Competencies:		
Awareness of equality and diversity issues in service delivery.	I/A	3
Understand needs of service users.	I/T	3
Understand the roles and responsibilities of social care in relation to Education Health Care Plans.	I/A	2
Adhere to professional standards within the framework of accountability.	I	2
Understand legislative, ethical and procedural requirements in relation to data collection.	I	2
Effective communication with partner agencies ensuring and encouraging constructive joint working.	I	2
Good understanding of IT and data protection.	I/A	2

Other job requirements:

This is a hybrid role and would suit a highly organised and experienced Practitioner who is self-directed and willing to develop their skills and expertise, someone who is able to make sense of complex information and present in a coherent and concise manner.

It would be desirable to hold a valid driving license. Reasonable adjustments will be considered for applicants with disabilities.

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