



Coventry City Council

## Job Description

<b>Post:</b>	Children and Families Worker	<b>Job Number:</b>	L3667D
<b>Service:</b>	Children's Services	<b>Post Number:</b>	
<b>Location:</b>	Citywide	<b>Grade:</b>	5

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To work in partnership and empower families to sustain positive behaviour changes.

To act as a Key Worker with case management responsibilities to co-ordinate and plan integrated and intensive family support including working with troubled families.

To provide appropriate assessments and support to children, young people, their families or carers.

To deliver individual and group work programmes to children, young people and their families in a range of settings.

### Main Duties and Responsibilities:

- Work with children and families in accordance with relevant legislation, local and national guidance, policies and procedures.
- Manage a caseload of children with additional needs by:
  - Building a strong relationship of trust with families as a foundation for challenge, support and the ownership of change by families.
  - Assessing the needs of families in accordance with Coventry policies and procedures.
  - Pulling together a clear plan in strong collaboration with children and families and other practitioners/agencies as a basis of change.
  - Delivering direct support and interventions to children and families using agreed methodology and toolbox.
  - Bringing in additional interventions for families as needed from services and agencies.
  - Regularly monitoring and evaluating the progress of the impact from interventions.
  - Participating and leading meetings to progress plans as required
- Deliver a range of group work programmes to children and families.
- Work with other professionals on complex cases, contributing to assessments and undertake direct work with children and families.
- Contributing to a range of reports both verbally and in writing as required ( e.g. Social Worker reports for court)
- Participate in the case management, supervision and monitoring of family support plans, as determined by the Line Manager

- Actively participate in supervision and personal development and performance sessions as outlined in the departmental Policy as well as identify and attend personal and team training.
- Contribute positively to continued development and improvement of the Service by active participation in meetings and achieve the objectives of the service.
- Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy
- The post holder should work flexibly outside office hours including, evenings and weekends to meet the needs of families.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Team Manager

**Date Reviewed:** March 2021

**Updated:** March 2021



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge of anti-discriminative practice</li></ul>
	<ul style="list-style-type: none"><li>• Understanding of child and young people's development</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of Common Assessment Framework and associated processes</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of Lead Professional role</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of current Child Protection Procedures</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of family support approaches</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of parenting programmes, e.g. Family Links Nurturing Programme, Triple P, Strengthening Families</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of intervention programmes that work with children and young people.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of working with groups (children, young people and/or families)</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Effective communication skills and interpersonal skills. i.e. listening, face to-face using the telephone, writing reports and keeping records</li></ul>
	<ul style="list-style-type: none"><li>• Able to carry out range of assessments including CAF</li></ul>
	<ul style="list-style-type: none"><li>• Able to carry out programme assessments with individuals / families</li></ul>
	<ul style="list-style-type: none"><li>• Able to operate self sufficiently</li></ul>
	<ul style="list-style-type: none"><li>• Able to take case load responsibility - with supervision</li></ul>
	<ul style="list-style-type: none"><li>• Able to act as Lead Professional/key worker and co-ordinate and review support packages as part of a family support plan.</li></ul>
	<ul style="list-style-type: none"><li>• Able to develop and maintain professional relationships with children, young people and their parents / carers.</li></ul>
	<ul style="list-style-type: none"><li>• Able to engage with hard to reach individuals / families using programmes of intervention, and set achievable targets for change</li></ul>
	<ul style="list-style-type: none"><li>• Able to represent the service in other settings and court if required</li></ul>
	<ul style="list-style-type: none"><li>• Able to chair and take minutes</li></ul>
	<ul style="list-style-type: none"><li>• Able to maintain manual and computer records as required by Service policy and procedures</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work evenings and weekends as required</li></ul>
	<ul style="list-style-type: none"><li>• Ability to form positive working relationships with other professionals</li></ul>



Coventry City Council

<b>Experience:</b>	• Experience of intervention work with children & young people
	• Experience of intervention work with parents and carers
	• Experience of delivering packages of family support
	• Experience of group work with hard to reach families
	• Experience of multi-disciplinary multi-agency working
	• Experience of effective working in a Team
	• Experience of undertaking assessments
	• Experience of Lead Professional role

<b>Educational:</b>	• NVQ 3 (or equivalent) in child care relevant to the post or equivalent or relevant experience in the Criminal Justice System.
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<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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**Date Reviewed:** March 2021

**Updated:** March 2021