

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Supporting Families Practitioner
<b>Grade</b>	5
<b>Service</b>	Help and Protection
<b>Reports to</b>	
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	L3667D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role / Output

To provide direct intervention to children, young people and their families through the delivery of a varied family support offer in order to improve outcomes for children aligned to the Supporting Families Programme.

To work collaboratively with partners and stakeholders, building on existing partnerships and developing service delivery arrangements as part of the Family Hub Network.

To adopt a whole family approach to assessment, planning and intervention

Specific job purposes are:

1. To work in partnership with a range of services such as Family Health and Lifestyle Service, Schools, Early Years providers, Housing, Police to empower families to sustain positive changes that will improve the outcomes for children and young people
2. To undertake appropriate assessments and support to children, young people, their families, including multiagency early help assessments.
3. To act as a lead practitioner, to assess, co-ordinate, plan and deliver integrated and intensive family support as part of a multiagency early help plan.
4. To lead on and deliver individual and group work programmes to children, young people and their families in a range of settings

## Main Duties & Key Accountabilities

1. To provide support to children, young people, and their families with a range of 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 children, young people, and their families in accordance with Children's Services Practice Standards
  - Developing Early Help plans that are based on strong collaboration with children, young people and families and other partners as a basis of change, negotiating with and influencing partners to take responsibility for actions.
  - Delivering direct support and interventions to children and families using agreed methodology and a variety of evidence-based interventions.
  - Identify and facilitate access to additional interventions for children, young people and their families as needed from other services and agencies.

- Regularly monitoring and evaluating the progress of the impact of support and interventions to improve outcomes for children.
  - Participating and leading meetings to progress plans
2. To plan and deliver a range of individual and group, evidence-based programmes to children, young people, and their families, in a range of settings including the home as part of the Family Hub offer within local communities.
  3. Work with professionals to support children, young people and their families with complex needs, contributing to assessments and undertaking direct work with children and families.
  4. Contribute to continued development and improvement of the service by active participation in meetings and achieve the objectives of the service.
  5. Maintain up to date and accurate records in line with Children's Service recording guidance

The post holder will 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.

## Key relationships

<b>External</b> Health Education Early Years Settings Police Community groups and third sector organisations	<b>Internal</b> All service areas in Children's Services Adult Education Service Education Service
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
An understanding of the needs and characteristics of children, young people and their families	
Knowledge and understanding of the application of Coventry Safeguarding Children Partnership Right Help Right Time Guidance	
Knowledge of child development, needs and parenting practice	
Knowledge of relevant evidenced based interventions for early help and family support	
Knowledge of the Supporting Families Outcomes Framework	
<b>Skills and Abilities</b>	
Ability to identify and assess the needs of children, young people & families, planning, coordinating and leading support and intervention as a key worker	
Ability to communicate effectively with children, young people, families, and colleagues, verbally and in writing	
Able to relate to and to motivate children, young people, parents & carers to achieve behavioural and attitudinal change	
Relate to, encourage and motivate children, young people and families to form positive relationships	
Monitor, review and evaluate work with children, young people and families.	
Ability to work in partnership with parents and other community members	
Able to work as part of a team and self-directed	
Standard Keyboard skills	
<b>Experience</b>	
Experience of working directly with children, young people and families in health, school, early years, youth or social care settings	
Experience of creating and sharing written and verbal information e.g. assessments	
<b>Qualifications</b>	
Relevant level 3 qualification and substantial experience of working with children, young people and families in early years, social care, health or school settings	

**Special Requirements**

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).

The post holder will be required to work across the city area and outside of normal business hours

<b>Date Created</b>	March 2023	<b>Date Reviewed</b>	
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