Job Description and Person Specification

Role: Children's and Families Worker





Job Description

Job Title	Children and Family Worker – Family Drug and Alcohol Court
Grade	5
Service	Childrens Services
Reports to	Team Manager
Location	Coventry
Job Evaluation Code	L3667D



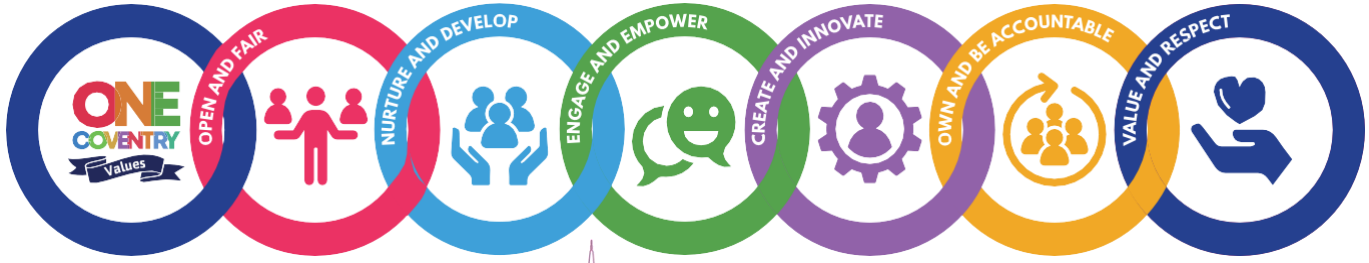
About Coventry City Council

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

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

2 To act as a Key Worker with case management responsibilities to co-ordinate and plan integrated and intensive family support including working with Parents whose children are subject to care proceedings as a result of parental substance misuse.

3 To provide appropriate assessments and support to parents whose children whose children are subject to care proceedings.

4 To deliver individual and group work programs to parents whose children are subject to care proceedings because of parental substance misuse.

Main Duties & Key Accountabilities

Core Knowledge

1 Work with children and families in accordance with relevant legislation, local and national guidance, policies and procedures.

2 To be reasonable for the implementation of a range of interventions for parents/carer's adjusting and refining formulations with the FDAC team drawing upon different explanatory models and applying thinking forensically to problem solve.

3 Manage a caseload of FDAC cases.

- 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 and in line with the FDAC standards.
- Pulling together a clear plan in strong collaboration with children and families and other practitioners/agencies as a basis of change.
- To contribute to the initial FDAC assessment of the parent, write non-lawyer review reports, and final FDAC assessment reports reflecting the parental strengths and difficulties and whether these can be overcome in the timeframe for their child.
- To be responsible for the implementation of a range of interventions for parents/carer's adjusting and refining formulations with the FDAC team drawing upon different explanatory models and applying thinking forensically to problem solve.
- To attend the FDAC court and contribute to the operation of the FDAC service from the court on a weekly basis. Compiling assessments and reports for the court in accordance with the procedures and fidelity of the model.

4 Deliver a range of group work programmes to parents within the trial for change.

5 Contributing to a range of reports both verbally and in writing as required (for example, social worker reports for court).
6 Participate in the case management, supervision and monitoring of family support plans, as determined by the line manager.
7 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.
8 Contribute positively to continued development and improvement of the service by active participation in meetings and achieve the objectives of the service.
9 Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy.
10 The post holder should work flexibly outside office hours including, evenings and weekends to mee the needs of families.
11 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 interfere with intentionally or recklessly 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 Equality, Diversity and Inclusion Policy.

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

Responsible for: None

Responsible to: Coventry and Warwickshire FDAC

Manager date reviewed: July 2019

Update: July 2019

Key relationships

External	Internal
Parents who come to the attention of the Family court Warwickshire county Council children's and legal services. Judicial Private law firms. Centre of justice and innovation. West midlands crime commission Local women's refuge and domestic abuse aid services Change Grow Live treatment services	Coventry Childrens services. Coventry Legal services. Public health

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:

Person specification

Job Evaluation Code	L3667D
Knowledge	
Knowledge of anti-discriminative practice.	
Understanding of child and young people's development.	
Knowledge of lead professional role.	
Knowledge of current child protection procedures.	
Knowledge of family support approaches.	
Knowledge of parenting programmes, for example, family links nurturing programme, triple p, strengthening families etc	
Knowledge of working with groups (children, young people and/or families)	
Skills and Abilities	
Effective communication skills and interpersonal skills. For example, listening, face-to-face, telephone communications, writing reports and keeping records.	
Able to carry out range of assessments including CAF.	
Able to carry out programme assessments with individuals/families.	
Able to operate self-sufficiently.	
Able to take case load responsibly – with supervision.	
Able to take key a key worker responsibility assessing risk, parental capacity and reporting back to the court.	
Able to develop and maintain professional relationships with children, young people and their parents/carers.	
Able to engage with hard-to-reach individuals/families using programmes of intervention and set achievable targets for change.	
Able to represent the service in other settings and in court.	
Able to maintain manual and computer records as required by service policy and procedures.	

Ability to work evenings and weekends as required.
Ability to form positive working relationships with other professionals.
Experience
Experience of intervention work with children and 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/
Qualifications
NVQ level 3 (or equivalent) in childcare relevant to the post or equivalent or relevant experience in the criminal justice system.
Special Requirements
This post is exempted under the rehabilitation of offender's 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).

Date Created		**Date Reviewed**	