

Job Description and Person Specification

Job Title: Children and Families Worker, Children's Disability Team



Job Description

Job Title	Children and Families Worker, Children's Disability Team
Grade	5
Service	Children's Services, Children's Disability Team
Reports to	Team Manager
Location	Coventry
Job Evaluation Code	



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

To work in partnership and empower children and young people with complex needs and disabilities, and their 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. Provide appropriate assessments and support to children and young people with complex needs and disabilities, 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 & Key Accountabilities

Core Knowledge

- Work with children and young people with complex needs and disabilities, and their families in accordance with relevant legislation, local and national guidance, policies and procedures.
- Manage a caseload of children with complex needs and disabilities 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, communication methods, resources 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.
- Contributing to a range of reports both verbally and in writing as required (e.g. Social Worker reports and assessments)
- 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 children, young people and families.
- Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies	All service areas in Childrens Services Human Resources LADO Adults Services

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

Job Evaluation Code	
Knowledge	
Knowledge of anti-discriminative practice	
Understanding of child and young people's development	
Knowledge of Early Help and associated processes	
Knowledge of Lead Professional role	
Knowledge of current Child Protection Procedures	
Knowledge of family support approaches	
Knowledge of parenting programmes, e.g. Parenting support for families of children with complex needs and disabilities, Family Links Nurturing Programme, Triple P, Strengthening Families	
Knowledge of intervention programmes that work with children and young people with complex needs and disabilities	
Knowledge of working with groups (children, young people and/or families)	
Skills and Abilities	
Effective communication skills and interpersonal skills. i.e. listening, face- to-face, using the telephone, writing reports and keeping records	
Able to carry out range of assessments including Carer's Assessments	
Able to carry out programme assessments with individuals / families	
Able to operate self sufficiently	
Able to take case load responsibility - with supervision	
Able to act as Lead Professional/key worker and co-ordinate and review support packages as part of a family support plan.	
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, including Child in Need review meetings, Child protection conferences and court if required	
Able to chair and take minutes	
Able to maintain manual and computer records as required by Service policy and procedures	

Ability to work evenings and weekends as required
Experience
Experience of intervention work with children & young people with complex needs and disabilities
Experience of intervention work with parents and carers of disabled children
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 3 (or equivalent) in child care relevant to the post or equivalent
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).

Date Created	August 2023	Date Reviewed	August 2023
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