

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Children and Family Worker		
<b>Grade</b>	5		
<b>Service</b>	Childrens Services		
<b>Reports to</b>	Team Manager		
<b>Location</b>	Coventry		
<b>Job Evaluation Code</b>	L3620D	<b>Job Family</b>	



# 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 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 & Key Accountabilities

### Core Knowledge

- 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.
- 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

## 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

<b>Job Evaluation Code</b>	L3620D	<b>Job Family</b>	
<b>Knowledge</b>			
Knowledge of anti-discriminative practice			
Understanding of child and young people's development			
Knowledge of Common Assessment Framework 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. Family Links Nurturing Programme, Triple P, Strengthening Families			
Knowledge of intervention programmes that work with children and young people.			
Knowledge of working with groups (children, young people and/or families)			
Knowledge of anti-discriminative practice			
<b>Skills and Abilities</b>			
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 CAF			
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 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
<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>Qualifications</b>
NVQ 3 (or equivalent) in child care relevant to the post or equivalent or relevant experience in the Criminal Justice System
<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).

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	October 2022
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