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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Specific Role Profile**

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| **Post Title** | Family Support Worker  Children in Care Team | **Post No** | W6254 |
| **Directorate** | Children’s Services and Skills | | |
| **Division** | Children’s Services – Children in Care | | |
| **Band and Salary** | Band D  £31,586 - £36,124 pro rata per annum.  Incremental progression is subject to performance. | | |
| **Responsible to** | Team Manager | | |
| **Location** | Chelmunds Place | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |
| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | | |

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| **Special Conditions** | This role may require some out of office working hours to meet the needs of the service. |

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| **Role Purpose** |
| To provide a support service under the direction of the Team Manager involved working with children and young people Looked After. |
| **Role Responsibilities** |
| * To support qualified social workers in completion of statutory assessments though the collation and recording of current and historical information held by the local authority and other professionals. * To support social workers in completion of statutory assessments through joint and independent visits to children and families for the purpose of gathering information and specifically establishing qualitative information on the views and wishes of children. * To support children, young people and parents by providing practical advice and assistance enabling them to engage with other services, develop positive and consistent routine of family life, and to develop positive relationships and behaviour management strategies within a family. * Undertake direct work with children, young people, and parents on a 1-1 and group basis promoting the welfare of children in need of support, care and or protection, including care leavers. * To complete independent written observations and reports of any direct work undertaken as part of a child’s plan and to attend assessment and planning meetings for children in need of support, care or protection, including care leavers, contributing verbal and written reports on their work. * Contribute to the development of written child in need plans and act as Lead Professional on behalf of Children’s Social Work under the direction of a qualified social worker or manager. * Facilitate and supervise contacts between children subject of care or protection plans and their parents/significant family members, completing observational reports as required. * Participate, and contribute to, the duty function of the team as appropriate ensuing any issue concerning actual or likelihood of significant harm is brought to the attention of a qualified social worker or manager without delay. * Contribute to/and write statements for court and act as a witness at court proceedings where necessary. * To contribute to the learning of social work students. * To maintain Client computer-based records in accordance with Directorate Recording Policy. * To actively challenge discriminatory behaviour, whatever the source, and report to the Assistant Team, Team Manager or Human Resources as appropriate in accordance with Directorate Policy. * To report immediately any signs of neglect, injury or other causes of concerns for a children welfare or safety to the Assistant Team Manager or Team Manager. * To actively participate in regular supervision and annual appraisal from the Line Manager. * To actively participate in team meetings and the delivery of the Team Business Plan. * To observe the Health, Safety and Welfare Policy Statement in relation to self and others. * Work within allocated budgets and in accordance with Corporate and Directorate Policies and Procedures concerning the use of resources. * To work on charity applications as appropriate. * To ensure the safe and proper use of Council buildings and equipment in accordance with Corporate and Directorate Policy. * Any other duties as may be appropriate to achieve the objectives of the post or to assist the Directorate in the fulfilment of its objectives, commensurate with the post holder’s grade, abilities and aptitude. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Level 3 Diploma for Children and Young People’s Workforce or an equivalent qualification | Degree in Social Policy, Psychology or similar related area | Application Form  Certificates |

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| **Experience & Knowledge** | Experience of working on a 1-1 basis with children, young people or their families in a social care, educational or voluntary setting. | Experience of working with families to bring about change | Application Form  Interview |
| An understanding of the additional vulnerabilities and complex needs of children and young people in need (which may include children with mental health needs; emotional, social or behavioural difficulties and disabilities) and barriers to communicate with them. |  | Application Form  Assessment |
| Experience of creative and innovative approaches to engage vulnerable and hard to reach young people. |  | Application Form |
| Knowledge and understanding of child development and the needs of children. | Ability to act as agent of the service promoting the understanding of other professionals as to the role of CSW and specifically the FSW | Interview |
| Knowledge of how to promote safeguarding issues for children and their families. |  | Application Form  Interview |
| Experience of writing clear and concise observations and reports on work undertaken. |  | Application Form  Assessment |
|  | Experience in contributing to the delivery of training. | Interview |
|  | Knowledge of statutory functions of Children’ Social Work Services | Interview |
|  | Experience in working with children with emotional, social and behavioural difficulties. | Application Form  Interview |
|  | Demonstrates a commitment to personal development of skills and experience | Interview |
|  | Experience in the delivery of group work to children and or adults | Interview |

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| **Skills & Abilities** | Effective organisational and time management skills including the ability to prioritise own workload, meet targets and tight deadlines, and work well under pressure. |  | Interview |
| Ability to work effectively with other Team Members and colleagues from other Agencies. |  | Interview |
| Ability to establish collaborative relationships with service users and their families. |  | Interview |
| Effective oral and written communication skills including the ability to write clear and concise reports. |  | Application Form  Interview  Assessment |
| Ability to write accurate assessments and plans for children within Early Support or under supervision for Children in Need. | Ability to develop written plans.  Ability to analyse information to inform the assessment and plan. | Interview  Assessment |
| Ability to identify and seek support when necessary. | Ability to think creatively. | Interview |
| Experience of using Case Management Systems and Microsoft Office Packages, including Word and Outlook (or equivalent). | Experience of using Microsoft Excel (or equivalent).  Experience of using Liquid Logic. | Interview |
| Ability to make effective use of community resources |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** | Emotional resilience to cope with the emotional demands and pressures of the job. | Interview |
| Applicants must be able to drive, have a driving licence and have access to a vehicle, however for disabled applicants, reasonable adjustments will be made where required. | Interview |
| This role requires working unsociable hours to meet the needs of the service.  There will be a requirement to work evenings and weekends. | Application Form  Interview |

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| **Compiled/Reviewed by** | Anthony McGregor |
| **Date** | February 2025 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.