



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Children & Family Support Worker (UASC)		
<b>GRADE:</b> <b>JOB CODE:</b>	Grade 6 CHI9CHFAG6 JE Checked 28/07/2021	<b>SERVICE AREA:</b>	Corporate Parenting and Transitions and Leaving Care
<b>REPORTS TO:</b>	Assistant Team Manager- Transitions and Leaving Care	<b>LOCATION:</b>	Transitions and Leaving Care Hub
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Enhanced DBS disclosure is required for this post</li> <li>Ability/willingness to work across children's services if required</li> <li>Some working outside normal office hours including weekend work and evenings as the needs of the service require</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

## 1. Main purpose of the job role:

- To be a key worker for a number of Unaccompanied Asylum young people in order to support them in all areas of their lives including; education, employability, life-skills, health and wellbeing.
- To provide holistic support to all young people, including supporting them in regards to their asylum claim with the Home Office.
- Work in close partnership with social workers and other professionals and volunteers to provide a holistic development package for each young person enabling them to become independent.
- Actively participate in placement plan, LAC review and any other relevant meetings.
- Playing an active role in developing knowledge and understanding in areas relevant to the role and especially in the areas of asylum and refugee law, trafficking, supporting separated children and the cultures of different nations relevant to unaccompanied children/young people.
- To undertake Group work/Direct work with the young people and participate in project work as and when required.

## 2. Role specific duties and accountabilities:

- To undertake assessments under direction and demonstrate an ability to evaluate and analyse information.
- To work in partnership with all other agencies in order to obtain information and/or services for children & their families and to maintain contact and communication with agencies.
- To involve parents/carers in the decision making process and share information with them.

- To carry out recommendations of assessments and children/young people's care plans with the aim of maximising children/young people's outcomes and life chances
- To find ways of engaging with children/young people and enabling vulnerable children's voices to be heard.
- To work within allocated budget(s) and in compliance with the Council's financial and other regulations.
- To ensure that all work is recorded promptly and accurately to the required standards and in line with Directorate Policy and Procedures, including the use of the electronic social care recording system.
- To maintain core key skills necessary for ensuring child protection policy and procedures are appropriately implemented and that any concerns observed can be reported back to the line manager
- To have an understanding of and adhere to council plans, policy and guidance including the children's procedures manual, safeguarding procedures and the code of conduct.
- To gain an understanding and knowledge of the local resources available in Walsall that may be accessible to our young people.
- To be accountable for one's own continuous professional development. To attend and contribute to team meetings and to undertake training identified through attendance at regular supervision or during annual Employee Performance Assessment (or equivalent).
- To promote and enforce the Council's Health and Safety policy and maintain safe working practice to self and others.
- To implement quality standards and child centred services compliant with the Council's code of conduct.
- To work within and ensure statutory requirements are met whilst maintaining an ethical approach.
- To promote a positive image of Walsall Council's children's services directorate.
- To assist the service in conforming to the Children's Services Representation Complaints Procedure.
- To work at all times in accordance with the aims and objectives of Children's Services and Walsall MBC.
- To promote the security, confidentiality and accuracy of social care records and information systems with due regard to legislation, council policy and procedures and to comply with all data protection policies and procedures.
- To carry out such other duties appropriate to the post as delegated by senior staff.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
Ability to work as part of a team to support vulnerable young people, having the resilience and tenacity to cope with all situations while maintaining a supportive, professional relationship with service users.		A/I	3
Demonstrates a strong child centred focus, an understanding of age appropriate behaviours and transparent approach to working with children, young people and their families/carers.		A/I	2
Ability to work with a range of professionals from multi-disciplinary settings in order to pursue the every child matters agenda for children, young people and their families/carers.		A/I	3
Demonstrates an ability to form and maintain appropriate relationships and personal boundaries with children and their families		A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels		I	2
Substantial experience of direct working with children or families in a professional capacity		A/I	3
Experience of and commitment to the use of IT systems, appropriate information sharing protocols and communication methods.		A/I	3
Experience in managing and organising support to children and young people		A/I	3

Evidence of continuous professional development (where applicable)			A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
NVQ3 Social Care and Health, or an equivalent relevant health, education, early years or Social Care Award			A	
<b>Other Essential Requirements</b>				
Awareness of, and commitment to, confidentiality and handling data			I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post				
<b>Prepared by:</b>	Zoe Morgan	<b>Date:</b>	7/10/19	