



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Specialist Family Support Practitioner – Disabled Children and Young People's Team		
<b>GRADE:</b>	G7 SCP 28-33	<b>SERVICE AREA:</b>	Children's Services
<b>JOB CODE:</b>	CHI187FAMIG7		
<b>REPORTS TO:</b>	Team Manager/ Assistant Team Manager	<b>LOCATION:</b>	Goscote Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Enhanced DBS check is required for this post</li> <li>Ability and willingness to travel from location to location usually within Walsall but on occasions this may include out of borough travel</li> <li>Expectation to work evenings and weekends as required on occasion.</li> </ul>		

**1. Main purpose of the job role:**

- To work as part of a multi-disciplinary team to provide an integrated whole family approach to families with children/young people aged 0 – 17 who present multiple, complex needs which cannot be met by a single agency in a universal setting.
- To assist in the delivery of robust services to children and young people who are at risk of needing specialist interventions or becoming LAC.
- To support to the effective safeguarding of children and young people through; contribution to multi-agency plans, timely identification of risks and vulnerabilities and onward referrals to the relevant Children's Social Care Services or other agencies as appropriate.
- Work flexibly to meet the needs of children and families within the borough through evidence based/evidenced informed interventions
- Develop and deliver time limited individual or group work programmes of support.
- To support the overall vision, ethos and aims of the Children's Services and the locality clusters
- To carry out a range of tasks as identified and allocated by the Team Manager, Assistant Team Manager or Group manager. These will include reviewing packages of support set up for disabled children and their families.

**2. Role specific duties and accountabilities:**

- To manage assigned tasks in accordance with policies, procedures, protocols, locally agreed practice guidelines, case management and lead professional guidelines and relevant legislation.
- To make a speedy and appropriate response to all work allocated in accordance with (1) above.
- To undertake holistic, good quality, assessments and reviews (in line with current Local Authority procedures) of children and young people who have been allocated to you as the lead professional, to include levels of risk and vulnerability.
- To devise, implement, deliver, monitor, and review, outcome based intervention plans to manage the identified risks, vulnerabilities and needs of young people who have been allocated to you, ensuring the active involvement of young people, their families and multi agency partners.
- To accurately maintain client information and records using management information systems.

6. To undertake the role of case manager and/or lead professional. Where appropriate providing a single point of contact and co-ordinating services from different agencies, including; arranging and chairing meetings.
7. To provide advice, support and guidance to parents/carers to promote positive care, parenting skills and promote placement stability.
8. To effectively communicate with colleagues and partner agencies in a pro social, solution focused manner to ensure services are joined up, for individual and groups of, young people.
9. To undertake identified pieces of work with children and young people, and their families, as directed by the Team Manager, Assistant Team Manager or Group Manager.
10. To work in conjunction with partner agencies to implement care plans for young people identified as looked after, child protection or child in need.
11. To work flexibly and creatively to engage “hard to reach” families, through one to one intervention, outreach work or within group work.
12. To develop, coordinate, and deliver group work programmes.
13. To actively participate in a duty rota.
14. To be vigilant in safeguarding children from harm, contemporaneously recording any concerns about a child or children, and notifying your manager.
15. Where relevant, to provide written reports to and/or participate in; LAC, CIN and early help reviews, child protection case conferences, core groups or other forums such as exclusions panel, child exploitation and missing operational group (CMOG), care proceedings, MAPPA and MARAC, and to prepare advice for SENDI around social care involvement for individual children’s EHCPs.

#### **Managing Resources:**

16. To maintain a central hub of resources for interventions and use systems to monitor and record its usage.
17. To contribute to the management of resources through the appropriate recording of any expenditure and activity.

To comply with Walsall Council financial procedures and standing orders.

#### **Managing People:**

20. Develop and maintain a range of resources to effectively engage children, families, partners and communities; particularly those identified as hard to reach.
21. To support individuals on practice placements, trainee volunteers or colleagues from other service areas in gaining an understanding of best practice in Early Help service delivery.
22. To participate in evaluation of the delivery of intervention programmes and report any areas of concern around training, programme facilitation and delivery.
23. The post holder is responsible for his/her own self development on a continuous basis, with support from supervisor, and must partake in training to develop areas of generalist and specialist skill and knowledge as a resource to Early Help.
24. To enhance own performance, working constructively with line manager via the employee performance assessment and supervision process to identify personal strengths and agreeing action in relation to developmental needs.
25. To promote and maintain effective communication and multidisciplinary team work, and deploy workload appropriately.
26. An up to date, enhanced DBS check is a requirement of the role and it is the responsibility of the post holder to ensure this is renewed in line with council policy and procedure.

#### **Managing Quality:**

27. To support the development of a culture of continuous quality improvement and ambition within children’s services, including the implementation of quality standards and quality monitoring systems that are informed by the views of children and young people as well as partner agencies.
28. To be aware of, and able to signpost young people and their families to, the council complaints and representation process.

29. To participate positively in the development and implementation of new working methods and practices.
30. To ensure interventions on offer meet the needs of victims, young people, parents/carers of different abilities, cultural groups and ages.
31. To adhere to the Walsall Council Code of Conduct and promote a positive public image of Walsall Council Children's Services.
32. To promote and enforce the Council's Equal Opportunities policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.
33. To comply with the Council's Health and Safety policy having due regard for personal safety and that of colleagues and service users. Bringing any identified hazards or concerns to the attention of your line manager.
34. To be aware of current, national and local issues relating to local government and authority insofar as they impact on the post.

**Managing Information:**

35. Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in children's services.
36. Ensure that records are secure, confidentiality is maintained in accordance with policy and that effective communication systems are maintained within the service and with partner agencies, complying with local information sharing protocols and the Data Protection Act.

**General:**

37. Participate in individual and team development activities and team meetings.
38. To contribute to the development of service plans and performance objectives, targets and outcomes in accordance with the Council's and partner agencies plans and commitments.
39. To be committed to promoting anti-oppressive practice.
40. The job description is representative and the post holder must be flexible and may be required to undertake other duties appropriate to the general character and grading of the post.

**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 postholder 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.

JOB TITLE <b>Specialist Family Support Practitioner</b>	<b>GRADE 7</b>	
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/T	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 demonstrate effective organisational skills	A/I	3
Ability to work on own initiative	A/I	3
Ability to prioritise own work and meet deadlines, demonstrating effective time management skills.	A/I	3
Ability to work as part of the team	A/I	3
Proven ability to demonstrate the skills and strategies required to assess and intervene with young people and their families.	A/I	3
Ability to devise and implement individual plans with young people and families based upon effective assessments.	A/I	3
Ability and ideally previous experience of, writing comprehensive, succinct and analytical reports for panels and meetings.	A/I	3
Ability to communicate effectively with a range of people in a range of forums, face to face, over the phone and in writing	A/I	3
Demonstrate the ability to chair meetings and follow up agreed actions.	A/I	3
Ability to deliver one to one interventions and group based interventions.	A/I	3
Demonstrate a willingness to undertake appropriate training and development.	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
<ul style="list-style-type: none"> <li>• Experience of working with young people 8-19 is essential or</li> <li>• Experience of working with Children 0-8 or</li> <li>• Experience of working with children, young people with SEN</li> </ul>	A/I	3

Experience of working effectively with families who have complex needs, or where children are at risk of coming into care, is essential	A/I/T	3
Experience of working in a multi disciplinary setting is desirable	A/I	2
Experience of delivering evidence based interventions and programme	A/I	2
Evidence of continuous professional development (where applicable)	A/I	2
Demonstrate an understanding of safeguarding and vulnerability.	A/I/T	3
Demonstrate an understanding of risk management.	A/I/T	3
Demonstrate an understanding of guidance in relation to Early help	A/I	2
Understanding of promoting culturally sensitive services to diverse communities	A/I	3
Demonstrate a commitment to anti-oppressive practice.	A/I	3
Demonstrate an understanding of child and adolescent development.	A/I	3
<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.		
A Level 4 or equivalent and / or vocational qualifications (e.g children and young people or community justice studies) is essential.	A	
Training in evidence based programmes including Parenting, mediation, Family Group Conferencing, Restorative Justice, etc	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Technical skills: IT skills sufficient to produce data, information and reports using word processing, power point, spreadsheets and email.	A/I/T	3
<b>Prepared by: JAH</b>	<b>Date:</b>	2/3/22