

**Role Title: Missing Support Worker**  
**Salary: Band 8**  
**Location: Sir Henry Mitchell House**  
**Report to: Mohammed Israr / Nick Koral**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

## Job Overview

To work as part of the Missing Service to carry out missing return interviews, support families and with support determine level of need and required response including ensuring that there are appropriate support packages in place. To cases open to CSC ensure this information is fed back to both the allocated case workers and missing coordinator. Signpost children/young people and families to additional appropriate support services where there is evidence of wider significant needs.

To carry out direct work with children/young people and families to include assessment of need and risk in relation to missing, advocacy and the development of missing risk management plans to reduce missing episodes.

With the support of the Senior Missing Support worker raise awareness and understanding of missing from home/care issues and promote good practice across a wide range of audiences by delivering training, seminars etc.



## Main Duties and Responsibilities

To provide inspirational outreach support, tailored to the individual needs of the young people by providing family support packages designed to assist families to reach their own goals and aspirations through joint working within a multi-disciplinary framework are met, with reference to missing children and young people.

To develop, maintain and support families to reduce children/young people from going missing.

To carry out missing return interviews as allocated by the Senior Missing Support Worker use initiative to determined level of need and ensure appropriate strategies are in place to support families.

To carry out missing prevention work with children and their families.

To support children and young people who have an open CE and/or missing flag to the CE Hub with direct work and interventions / Support with CE Hub Duty - consultations, review of child exploitation risk assessments, missing tasks

Alongside the team facilitate and chair family meetings, and mediation sessions when necessary.

To ensure that all children and young people's case files are kept up to- date and any remedial action is taken promptly. This not only ensures information held on children is accurate it contributes to the inspection process.

To ensure confidentiality of information in line with the Data Protection Act.

To be part of service related projects e.g. missing prevention, missing interviews and to take a key role in supporting prevention and family support services to achieve national targets and successful inspection outcomes

Together with the Senior Missing Co-ordinator and the team support stakeholders in a preventative approach to missing

To adopt a holistic and strengthening families approach to risk management and prevention

Represent the service at forums, meetings, panels and events relating to the provision of service and partnership working

To be responsible for keeping own professional practice up to date with wider developments in relevant fields of work and to be responsible for own professional conduct and act as a role model ensuring high standards are met

The requirement to be happy to work flexibly, including unsociable hours and shifts on a rota basis, which may include weekend and bank holiday working to meet the needs of the service. Including essential car user.

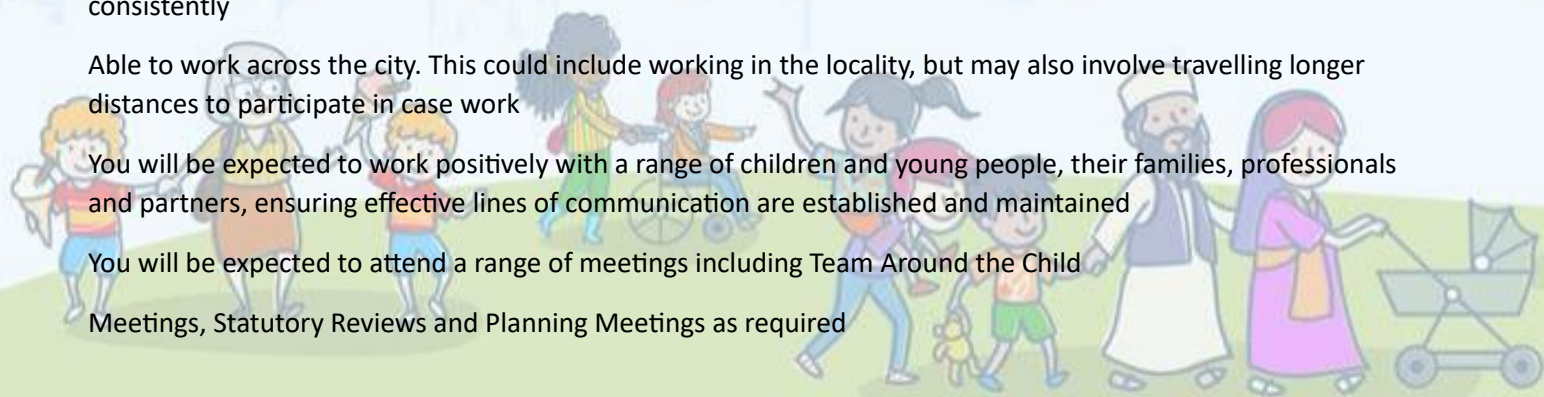
To undertake the key worker role and contribute to care plans, devise positive missing risk management plans, risk assessments and health plans with support; this ensures children and young people are cared for consistently

Able to work across the city. This could include working in the locality, but may also involve travelling longer distances to participate in case work

You will be expected to work positively with a range of children and young people, their families, professionals and partners, ensuring effective lines of communication are established and maintained

You will be expected to attend a range of meetings including Team Around the Child

Meetings, Statutory Reviews and Planning Meetings as required



## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Education

Equivalent; qualification in social care / social sciences  
 NVQ 3 Caring for children and young people to equivalent.

### Experience

The applicant is required to provide evidence of having previously spoken fluently to children/young people and members of the public in order to meet the advanced threshold level outlined under Special Knowledge above. The applicant is required to provide evidence of a least three years of working with vulnerable children/young people and their families.

### Special Conditions

- Carries out the work practices, procedures and basic operations across a specialist area
- Understands and applies health and Safety working practices, including risk in own areas of work and or across other areas of work (including legislation)
- Uses a range of complex IT packages relating to area of work
- Knows and understands how to analyse, interpret and present complex information from a variety of sources
- Is able to adopt processes of continuous improvements and suggest ways of working more efficiently and effectively to improve service delivery
- Essential car user

### Integrated Working

- Working with others in the children and young people's workforce to put the child at the heart of decision making.
- Is able to implement effective performance management techniques to meet service needs
- Is able to routinely collect and analyse information about performance

### Knowledge of Child and Young Person Development

- Understanding and using knowledge of the physical intellectual linguistic social and emotional development



## ***Safeguarding Responsibilities***

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. A DBS check might be requested.*

*We are an equal opportunities employer.*

