



## Bradford Children and Families Trust – Job Profile

<b>DEPARTMENT: Children’s Specialist Services</b>	<b>SERVICE GROUP: Prevention and Early Help</b>
<b>POST TITLE: EH Senior Family Support Worker</b>	<b>REPORTS TO: Team Manager Family Help</b>
<b>GRADE: SCP 23-25</b>	<b>SAP POSITION NUMBER:</b>

The following information is to help the workforce and those people considering joining the Trust to appreciate the general work content of the post and the role that they will deliver in the organisation. The following points should be noted:

The employee competencies are the minimum standard of behaviour expected of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting.

### Key Purpose of Post:

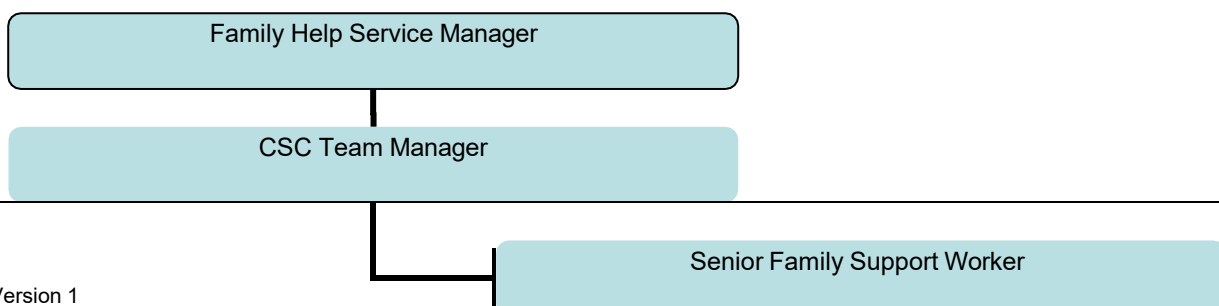
1. To hold and support families that are classified as requiring Family Help alongside Children’s Social Care
2. To engage children and families with complex circumstances and carry out comprehensive assessment and planning, led by the family.
3. To carry out in depth and comprehensive assessments for children and families that have strong analysis.
4. To provide ‘whole family’ direct work and support using methodological approaches and evidence-based intervention. This includes effecting first and second order change to enable long lasting change.
5. To engage and work in partnership with other professionals involved with the children and families to deliver tailored intervention that makes a positive difference.
6. To understand and work within legal frameworks, policies and procedures appropriate to children and families.
7. To work with children and families in a statutory, as well as an early help arena.

8. To provide peer support and mentoring to junior members of staff in Family Hubs.

**Main Responsibilities of Post:**

1. To lead timely advice giving, referral and/or duty processes so that children and families are supported at the right level. This may include acting as a first point of contact.
2. To lead comprehensive, holistic and strengths-based assessment of need where complexity of needs is apparent, and devise and implement appropriate plans for babies, children, young people and families.
3. To ensure the appropriate participation of children and families in their own assessment, plans and reviews and to respond appropriately to non-engagement.
4. To case hold children and families and co-ordinate multi-agency support and meetings to deliver tailored family help.
5. To arrange and chair professional meetings and reviews with the family at the heart, on a regular basis to track and show progress, including children, young people and families and partner agencies as appropriate.
6. To maintain comprehensive, accurate and up to date records using identified electronic systems and equipment.
7. To write reports as required
8. To attend court, with support as required representing the department.
9. To undertake all duties commensurate to the nature and level of the post at initial place of work or at any other venue.
10. To engage with professional supervision, appraisal, team and quality assurance, practice development in line with the Trusts practice model and values.
11. Participate in training, study and research projects aimed at professional and service development, supporting mentoring of junior staff
12. To comply with all policies and procedures, guidelines and codes of practice as laid down by the Trust and contributing to review as required.
13. Contribute to the support of students, apprenticeships, trainees and volunteers.
14. To be responsible for your own continuing personal and professional development and ensuring attendance at mandatory training and refreshers appropriate to their role.

**Structure:**



<p><b>Special Knowledge Requirement:</b> Briefly outline the elements of special knowledge required by the post holder without which they will not be able to carry out the job.</p>
<p><b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b></p>
<p>Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:</p> <p>a) Can express themselves fluently and spontaneously, almost effortlessly  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language</p>
<p>Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work.</p>
<p>Uses a range of complex IT packages relating to area of work.</p>
<p>Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.</p>
<p>Knows and understands how to use, interpret, handle and communicate Information.</p>
<p>Able to use knowledge of the physical, intellectual, linguistic, social and emotional development of babies, children and young people to plan, deliver and review plans with children and families.</p>
<p>Able to work with others in the children and young people’s workforce to put the child at the heart of decision making.</p>
<p>Able to apply anti discriminatory practice and approaches in their day-to-day interaction with colleagues, children and their families in order to challenge bias, prejudice and intolerance.</p>
<p><b>Relevant experience requirement:</b></p>
<p>Recent and significant experience of case holding work with children, young people and/or families with complex and multiple needs, including the ability to carry out ‘Whole Family’ assessments and implement and review SMART plans which address strengths, needs and risks.</p>
<p><b>Relevant professional qualifications requirement:</b></p>
<p>NVQ 4 (or equivalent) in Health &amp; Social Care, including knowledge regarding children’s development, or equivalent child related qualification. Will consider NVQ 3 if have significant relevant experience and are willing to work towards NVQ 4.</p>

GCSE English and Maths or equivalent.
<b>Core Employee competencies to be used at the interview stage.</b>
<b>Carries Out Performance Management</b>
Covers the employee's capacity to manage their workload and carry out several specific tasks accurately and to a high standard.
<b>Communicates Effectively</b>
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b>
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem-Solving Activity</b>
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b>
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Working Conditions:</b>
Must be able to work in family homes and the community, with a degree of autonomy.
Must be able to work early mornings, evenings, weekends and bank holidays as required by the needs of the families and the service.
Must be able to perform all duties and tasks with reasonable adjustments where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
<b>Special Conditions:</b>
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required.
The post holder is required to always have a useable car available or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.
Disbursement of cash on occasions, access to confidential information, case records and

**Competency Based Job Profile: Early Help Senior Family Support Worker**

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files.

Responsible for resources and equipment used including keys to buildings, opening and closing buildings as and when required, computer and mobile phone.

<b>Compiled by: Susan Claydon</b>	<b>Grade Assessment Date:</b>	<b>Post Grade:</b>
<b>For HR use only</b>	<b>SAP Input Date</b>	<b>Name of Data Inputter</b>