

Role Title: Case Manager Immigration and Asylum Unit

Salary: Band 6 - 8

Location: Sir Henry Mitchell House

Report to: Integrated Front Door Manager

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.

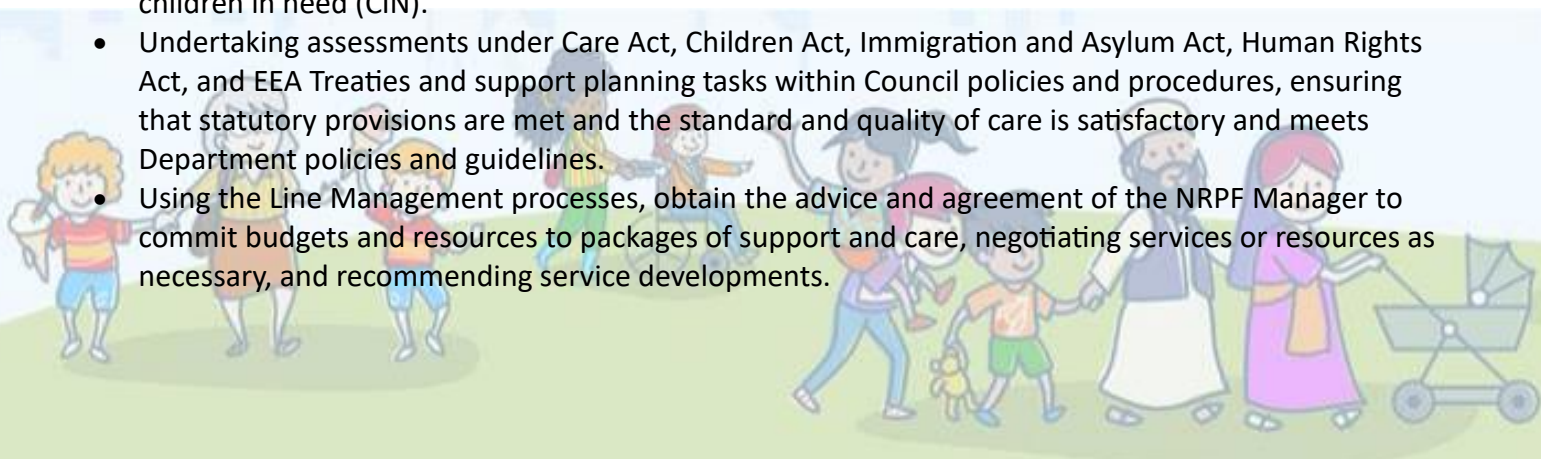
Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

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

Job Overview

Will contribute to the success of the organisation by:-

- Assessing destitution and the needs of destitute working age adults with or without children, older people and carers who are subject to immigration control with no recourse to public funds (NRPF) and negotiating services and arranging service provision to meet the needs of the individual or children in need (CIN).
- Undertaking assessments under Care Act, Children Act, Immigration and Asylum Act, Human Rights Act, and EEA Treaties and support planning tasks within Council policies and procedures, ensuring that statutory provisions are met and the standard and quality of care is satisfactory and meets Department policies and guidelines.
- Using the Line Management processes, obtain the advice and agreement of the NRPF Manager to commit budgets and resources to packages of support and care, negotiating services or resources as necessary, and recommending service developments.



Main Duties and Responsibilities

LEVEL 1:

- Required to undertake the less complex visiting and assessment of destitute individuals with or without children with NRPF requiring support and with relevant experience will be expected, under supervision, to provide information, advice, support and encouragement together with prescribed financial and material assistance.
- To review individual support and CIN plans, their appropriateness and the quality of the service provided, including whether the outcomes of the plan are being achieved and the needs of the individual or children have changed.
- To liaise on behalf of the local authority with Home Office departments in order to ascertain immigration status and eligibility for services for individuals and families presenting to the local authority. To review and update this information on a regular basis

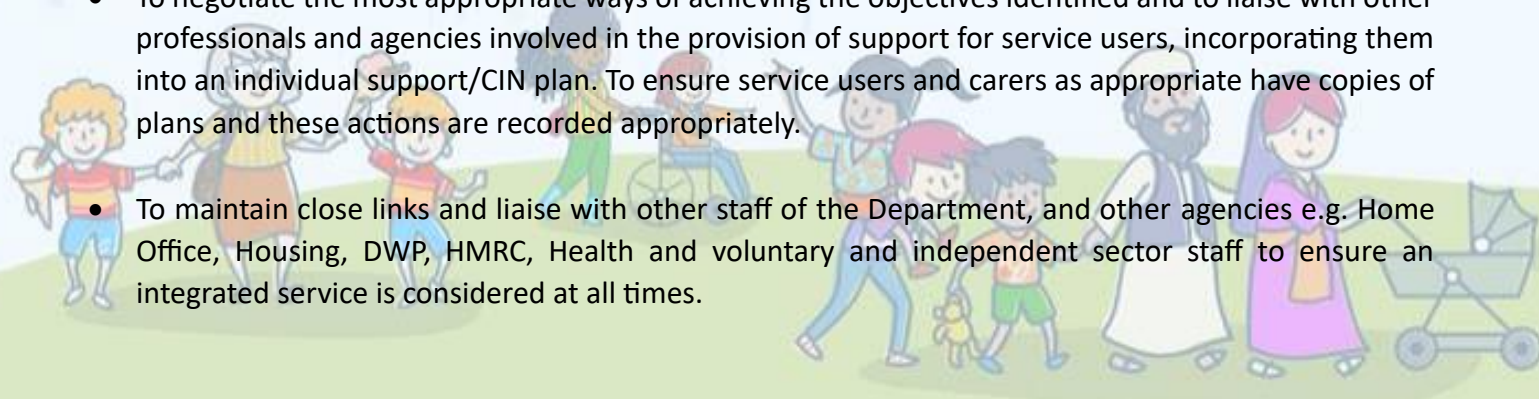
LEVEL 2:

As above plus

- Provide support to service users who may be significantly at risk, under the supervision of the NRPF Manager.
- To be responsible for an extremely complex caseload of more vulnerable clients under the supervision of the NRPF Manager and supported by other members of the team as appropriate.
- Provide ongoing professional support if part of a support plan or make adult protection, child protection referrals and joint visits, attend legal planning meetings LAC Reviews and Child Protection Case Conferences and Adult Safeguarding meetings when necessary to advise on LA responsibility to provide services for people with NRPF.
- Take part in the duty system and undertake duty work under the direction and support of the NRPF Manager.

Responsibilities of LEVEL 1 and 2

- Required to work with other social care staff on individual cases at the discretion of the NRPF Team Manager or to provide on a daily basis a professional and specialist advisory service on LA responsibilities for NRPF matters to Health and Wellbeing Department and Children Social Care.
- To negotiate the most appropriate ways of achieving the objectives identified and to liaise with other professionals and agencies involved in the provision of support for service users, incorporating them into an individual support/CIN plan. To ensure service users and carers as appropriate have copies of plans and these actions are recorded appropriately.
- To maintain close links and liaise with other staff of the Department, and other agencies e.g. Home Office, Housing, DWP, HMRC, Health and voluntary and independent sector staff to ensure an integrated service is considered at all times.



- To oversee the monitoring, reviewing and reassessing of appropriate packages of support and refer back concerns about service provision (in-house and external) to enable appropriate action to be taken and to ensure the needs of the individual are being met.
- Contribute to reviewing, including multidisciplinary arrangements as required and prepare reports as necessary. To be responsible for agreeing variations of support packages within agreed parameters.
- To be aware of the different ethnic and cultural needs of the local population. To develop and deliver ethnically and culturally sensitive support packages, seeking advice as appropriate.
- Maintain clear, concise, up to date confidential records and information, including financial information and assessment. To complete and maintain statistical information within established procedures in relation to service users.
- To maintain an up to date knowledge of Immigration law and case law and how this impacts on service provision
- To maintain an up to date knowledge of Immigration, Asylum and NRPF Services in the Bradford area including the independent sector.
- To develop and maintain good working relationships with the Home Office, other government departments, DWP, HMRC, and a range of service providers in order to provide and maintain a flow of information and appropriate and effective communication for the benefit of the local authority and service users.
- To work with the NRPF Manager to identify and agree a personal development programme via the appraisal process in line with the team and organisational targets.
- To participate in staff meetings and support positive communication between team members.
- To provide information on any complaints and concerns as directed by the line manager and provide reports and draft responses within the Council's complaints procedures.



About You

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

Experience

Level 1:

- Must have a wide range of life and social experience.
- Recent experience of paid employment with adults or children and families in either a health or social care setting.
- An insight into the problems faced by people with NRPF and local authority responsibilities

Level 2:

- Experience in post or equivalent experience in assessment and provision of support to people with NRPF.

Special Conditions

- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
- Management require that the following checks be carried out as part of the recruitment process e.g. Full CRB, Warner Process, Occupational Health Check.
- Driving License Required (unless reasonable adjustment)
- Will work with the technology available and from any office within the district.
- It is a requirement of this post to work occasionally outside normal working hours as dictated by service need



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. An DBS check will be requested.

We are an equal opportunities employer.

