

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions eg location of a job, along with the current focus of the job role and brief description of the main duties.

Role Details

Job Title:	Sessional Worker	JEID	L0007
Salary Grade:	Scale G – Hourly Paid		
Team:	Children in Care Support Service		
Service Area:	Children's Safeguarding Support		
Primary Location:	Rugby District/Warwick District/Nuneaton and Bedworth District		
Political Restriction:	This position is not politically restricted		
Responsible to:	Team Managers		
Responsible for:	Individual Sessional Work Assignments Zero hours contact – working flexibly, including evening and weekends		

Role Purpose

To assist Social Workers and Children's Practitioners in providing a number of direct services, with the aim of maintaining children and young people within their families where possible, assisting with plans for rehabilitation if appropriate, and maintaining contact between children and their families where the young person concerned are living elsewhere or accommodated by the local authority

Role Responsibilities

Principle Duties:

- 1 To facilitate and supervise Family Time safely between children and other family members. This will include writing clear detailed observations about the quality of these sessions, which may also be used in the court process. Transportation will be required for the young persons from their carer's home to the venue for Family Time sessions.
- 2 To befriend children and young people, in order to help build their self-esteem, and to provide them with appropriate support in developing their social skills. This may include assisting children with special needs and disabilities, and sometimes will involve helping to develop the identities of the young people concerned, in respect of issues as race and ethnicity.
- 3 To assist young people, on a short-term basis, who have been excluded from school,

helping them to develop life skills and encouraging them to participate in educational activities in the broadest sense until they can resume their formal education.

- 4 To provide some specific respite for young people's carers, either because the young person concerned is presenting challenging behaviour, or because of a family crisis which is impacting on the other children in the family.
- 5 To support children in a family setting, acting as a suitable parenting model where the main carer is having difficulties in providing an adequate role model for their children.
- 6 To participate in reviews of Sessional Work packages and provide timely and accurate feedback to Social Workers on work undertaken.
- 7 To participate in formal supervision and appraisals, where available, and to attend relevant training opportunities identified by your line manager.
- 8 To ensure that Health and Safety responsibilities are carried out in accordance with WCC policies and procedures.
- 9 To undertake other duties that WCC may from time to time require.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through: the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

Essential Criteria

Assessed by:

Previous experience of working with children and families	A, I
Ability to understand the needs of young people and to develop a positive working relationship	A, T, I
Ability to make immediate decisions whilst working with vulnerable children and young people	T, I
Ability to work under minimal supervision	T, I
Ability to carry out and complete, particular tasks within an agreed time	T, I
Flexibility to work at different times during the week, including evenings and weekends, where required in line with a Modern and Flexible Working Agreement	A, I
Ability to work alongside other professionals	A, T, I
Willingness to participate in training, supervision and support meetings	A, I
Commitment to anti-discriminatory practice in employment, training and service delivery	A, I
Satisfactory completion of a DBS check	D
Ability to form positive working relationships with parents and carers	A, I
Ability to carry out tasks in accordance with WCC Health and Safety procedures	A, T, I
Own transport	D
To be able to independently interpret and analyse information and facts to solve varied problems	A, T, I
To be able to use own initiative to respond independently to problems and	A, T, I

unexpected situations as established in supervision	
The ability and experience to cope with significant emotional demands, caused by contact with clients who are seriously disadvantaged in some way	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner, Disabled applicants should be able to perform the job with aid, where necessary	A, I, D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, T, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, T, I

Desirable Criteria

Assessed by:

Relevant child care or related qualification	A, D
Knowledge of child development	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health and Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Council's Health and Safety Policy and all other relevant Health and Safety Policies, arrangements, procedures, systems of work as specified for the post / role

Potential Hazards and Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked.) The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and / or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (eg long journeys,

pulling) of people (including pupils) or objects	driving own private vehicle or WCC vehicle for work
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