

Job Description

For Social Care 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 e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Family Support Worker – Life Story Work 2 Year Fixed Term Contract Equivalent 5 x Full Time Posts – Part-time considered but must be able to undertake direct work with young people after school.	JEID	SW01B
Salary Grade:	Grade H £23,826-£26,317		
Team:	Children in Care Support Service		
Service Area:	Children's Safeguarding and Support		
Primary Location:	Various locations in Warwickshire		
Political Restriction	This position is not politically restricted		
Responsible to:	Senior Family Support Worker & Team Manager- Children in Care Support Service		
Responsible for:	Own practice		

Role Purpose-Summary

This is an exciting opportunity for a dynamic, well organised and reflective worker to support children and young people with Life Story Work. The post holder will work with children who have experienced trauma via abuse or neglect and who require specific intervention to help support their identity needs and to make sense of their past.

Life Story Work is the process of helping children who have experienced separation from their birth families, to explore and understand their early childhood. The work involves a collaboration; between family members, carers of the child and the child to help them understand and make senses of life events which

frequently resulted in them needing a safeguarding intervention and disruption in relationships. This will be done in a creative, truthful, empathetic and child friendly style.

Successful candidates will be provided with Life Story Work training as well as Direct Work with Children and Young People, however, it is desirable that the post holder has a good foundation of working with children and young people, holding a Level 3 qualification which will support them to carry out the role to a high standard. In addition to this, the successful candidate needs to work flexibly so that Life Story Work can be undertaken after school hours.

The post holder, in consultation with the allocated Social Worker and child's carer will be expected to plan the work effectively and use a range of child focused, age appropriate direct work interventions. The post holder will also be required to consult with the child's birth family where appropriate to undertake the lifestory work. Consideration will need to be given to the child's individual needs, circumstances, background, levels of understanding and thoughts and feelings. Each piece of Life Story Work will be tailored to the individual in order to support them fully. It is expected that the post holder will have the necessary skills to build positive working relationships with children and young people so as to create a safe environment from where they can explore their past safely and without judgement. Life Story Work is a vital piece of work which helps children to move more positively into their future, with a greater understanding of their past.

In addition to Life Story Work, the successful candidates will complete visual Life Story Books with the participation of the children and young people in order to provide them with a written record of their life history. Each book will contain factual information specific to them and their birth families and will cover the reasons why they were separated from them. The books will be written in a way which promotes each child/young person's identity and helps to explain life events and their care plans.

Role Responsibilities

- Undertake direct life story work with children and young people for children and young people with a plan of long-term foster care, adoption, or permanent care outside of the birth family.
- To work in collaboration with the child/young person, carer, social worker and family member to complete the life story work.
- To complete in partnership with the child / young person a life story book to the highest standard and which reflects accurately the child's history, significant events are explained sensitively and in a safe environment.
- The post holder will support family times 1) to build a relationship with the children/young person 2) gather evidence for life story work/book 3) support the delivery needs of the service.
- Respond to referrals (new pieces of work) received from Team Manager and the Senior Family Support Worker, co-ordinate and set up meetings with referrer to develop and agree a plan to deliver the life story work.

- To ensure children and young people are involved in the decision to start life story work and establish with them that it is the time right for them to begin the process, the decision to complete life story books maybe made by the social worker due to the age of the child.
- Develop a genogram and chronology of significant events, significant relationships with family and friends, moves of placements and schools in the child/young person's life.
- Approach relevant professionals in the child's life and ask them to write a letter to the child to explain their role, events and decisions made for the child in the court arena, these could be Judges, guardians etc.
- Use a range of creative and abstract approaches and other techniques, age appropriate and relevant to the child.
- Maintain a copy of the life story book on the child/young person's file.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities
- Work flexible hours meeting the needs of our children, after school hours will be a priority.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Family Support Worker – Children in Care Support Service
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Main Tasks

Contributes to the social care service received by individuals, families and groups by undertaking straightforward case work including assessment and support planning and/or designated tasks on more complex cases, in an anti-discriminatory manner.

Provides a flexible range of support to individuals and their families to help to prevent crises and family breakdown and promote independence/rehabilitation.

Practices accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.

May undertake some professional worker tasks, with appropriate supervision and support, in preparation for future professional training if appropriate.

Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate for straightforward cases or contributes to these activities in more complex cases.

Assists accountable case holders in ongoing adult protection/child protection cases, with close supervision, attending planning meetings, case conferences and reviews as required.

Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs where appropriate or assists a professionally qualified worker to do this where this is more suitable.

Works collaboratively with individuals, families, carers, communities, colleagues and other agencies. Ensures that all recording of social care activity is carried out in accordance with policy and procedures.

Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.

Can be available to work within any of the Councils localities.

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).

Assessed By:

Essential Criteria

Relevant level 3 qualification, in an area such as social care, childcare or counselling	D
Excellent communication skills and good literacy and numeracy skills and the ability to use own initiative	A, I
To be computer literate	A,I
To understand and respect the need for confidentiality	A,I
To be able to independently interpret and analyse information and facts to solve varied problems; in connection with service referrals and processes	A, I, T
Have a desire to engage in further learning opportunities	A,I
Ability to work alongside colleagues, other professionals and families.	A, I
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, I
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability and experience to cope with significant emotional demands, caused by supporting children and young people who have experienced trauma	A, I, T
Ability to work well with colleagues, including managers, as a member of a team	A, I
To be able to reflectively participate in group learning and supervision opportunities	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 a good working knowledge of computer packages, such as; excel, one drive, Microsoft outlook and able to maintain accurate records.	A, I

Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I
Satisfactory check through the Disclosure and Barring Service	D
Significant experiencing of engaging with vulnerable people and of delivering direct work with children	A,I
A comprehensive understanding of the purpose and importance, of writing and delivering Life Story Books using a creative and adaptable approach	A,I
An understanding of the Looked After Children process, and of the need for safeguarding intervention	A,I
The ability to deliver information clearly by adopting a range of styles, tools and approaches appropriate to the needs of the child and the nature of the information	A,I
Availability to regularly work outside of school hours.	A,I
Satisfactory check through the Disclosure and Barring Service	D

Assessed By:

Desirable Criteria

Previous experience of supervising family times for Looked After Children	
Previous experience of writing and delivering Life Story Books	

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 & 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 Councils 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 & 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 pulling) of people (including pupils) or objects	X Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving

	own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
X Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	X Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	X Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	X Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	