

Job Description

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

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|-----------------------|--|------|-------|
| Job Title: | Targeted Support Officer – Delivery Coordination | JEID | L0085 |
| Salary Grade: | Scale L | | |
| Team: | Early Help and Targeted Support | | |
| Division / Service: | Children and Families | | |
| Directorate: | People Group | | |
| Primary Location: | Stratford/Warwick/Nuneaton & Bedworth/Rugby/North Warwickshire and Nuneaton and Bedworth | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Children and Family Centre, Family Support Team Manager | | |
| Responsible for: | | | |

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore as this role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process and rechecking will be required as and when determined by

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Role Purpose

To support the development of local and countywide strategies for early intervention services which improve outcomes for children, young people and families through strategic partnerships.

Role Responsibilities

- Contribute to the organisation's responsibility to safeguard and promote the welfare of children and young people.
- Train and support practitioners to develop the skills to use Early Help and Targeted Support services, documentation and meeting processes independently.
- To model and develop the restorative/relational approach to growing partnerships and the development of strong professional relationships.
- Development of training materials in line with new developments in policy and practice and the delivery of training across the county.
- Identify services to support children and families and advise practitioners about putting a package of support in place, requiring wide knowledge of the range of services available in the area and their criteria. This includes the administering internal referral systems.
- Support practitioners in Family Support Meetings and with all aspects of the process, raising issues and disputes with practitioners and agencies as necessary.
- Promote opportunities for practitioners to access support from colleagues in the Early Help and Targeted Support service and as part of locality networks. This includes professional coaching and peer support as required.
- Communicate with colleagues in MASH and Initial Response to ensure children and families receive support at the appropriate level of intervention.

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- Fulfil the requirements of the service Duty systems.
- Promote a culture that prioritises the best interests of children and young people and pursues an outcome focused approach to meeting their needs, ensuring that issues of consent are managed appropriately at all times.
- Model and develop a strong culture of trust and collaborative working with services in all sectors.
- Develop targeted contacts to increase capacity and effectiveness of the network, including the development of effective working relationships with key partners and managers in order to ensure smooth transition to and from specialist services.
- In agreement with the Locality Team Manager, administer the Budget Holding Lead Professional budget in accordance with procedures in order to meet the desired outcomes of Early Help and Targeted Support planning. Support will be provided by Business Support Teams. The Operations Manager will have overall responsibility for the budget.
- Use Local Authority systems to monitor and record interventions and support for children and families.
- Report strategic challenges about the locality delivery of Early Help and Targeted Support to the Early Help Board.
- Communicate and interact with children and families in a restorative manner as part of the Early Help process.

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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: |
|---|--------------|
| <ul style="list-style-type: none">• A commitment to anti- discriminatory practice. | A, I |
| <ul style="list-style-type: none">• Satisfactory completion of an enhanced check through the Disclosure Barring Service (this will be taken up if offered the post). | D |
| <ul style="list-style-type: none">• Educated to degree level (level 6) or equivalent in a relevant field. | A, D |
| <ul style="list-style-type: none">• An understanding of services for children, young people and families based on broad experience of working in at least one of those services. | A, I |
| <ul style="list-style-type: none">• Solid knowledge, understanding and involvement of both<ul style="list-style-type: none">A. Child Protection: an ability to assimilate changes (in legislation, regulation and practice) into own practice.B. Displays commitment to the protection and safeguarding of children and young peopleC. Education: sound understanding of the school system and educational support for vulnerable children. | A, I |
| <ul style="list-style-type: none">• Experience of complex negotiations and the ability to communicate effectively with individuals and with groups both in writing and verbally. | A, I |
| <ul style="list-style-type: none">• Experienced and skilled in participating in meetings and interviews where difficult, complex and sensitive issues need to be delivered and understood. | A, I |
| <ul style="list-style-type: none">• Sound organisational skills including the ability to prioritise own workload, maintain a balance of allocated caseloads within the team, and assisting others to organise, prioritise and manage their caseloads. | A, I |
| <ul style="list-style-type: none">• Ability to take strategic responsibility for monitoring policies and practices, identifying the need for change and developing new effective ways of working. | A, I |
| <ul style="list-style-type: none">• Experience of using a range of IT systems (including client IT systems) in managing own and others' work. | A, I |

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| <ul style="list-style-type: none"> Ability to work under pressure, meet deadlines and deal with staff and service users under stress. | A, I |
| <ul style="list-style-type: none"> Ability to work effectively in a team and a commitment to multi-agency team working. | A, I |
| <ul style="list-style-type: none"> Mobility is essential. Able-bodied applicants must be able to drive; disabled applicants should be able to perform the job with aid where necessary. | I |
| <ul style="list-style-type: none"> Experience of developing training materials and delivering training to a wide range of professionals. | A I |
| <ul style="list-style-type: none"> Ability and experience of promoting Early Intervention to a wide and varied audience and delivery of awareness raising to professionals and to single agency teams within their own settings. | A, I |
| <ul style="list-style-type: none"> Ability to develop, manage and co-ordinate a local network. | A, I |

| Desirable Criteria | Assessed By: |
|---|--------------|
| <ul style="list-style-type: none"> Experience of supervising others e.g. sessional staff, students etc., Experience in a number of settings / services. | A, I |
| <ul style="list-style-type: none"> Previous work in a multi-cultural area. | A,I |
| <ul style="list-style-type: none"> Professional qualification – DipSW, Teaching, Youth and Community or equivalent. | 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 hazards 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 in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

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Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

| | |
|---|---|
| <input type="checkbox"/> Regular client contact or care | <input type="checkbox"/> Exposure to noise levels (above 80dbA) |
| <input type="checkbox"/> Lone working | <input type="checkbox"/> Working with waste or refuse |
| <input type="checkbox"/> Night working | <input type="checkbox"/> Food Handling |
| <input type="checkbox"/> Work at heights | <input type="checkbox"/> Manual handling tasks |
| <input type="checkbox"/> Working in confined spaces | <input type="checkbox"/> Electric work |
| <input type="checkbox"/> User of Display Screen Equipment (DSE) | <input type="checkbox"/> Contact with Latex |
| <input type="checkbox"/> Repetitive tasks | <input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH) |
| <input type="checkbox"/> Continual telephone use (<i>call centre</i>) | <input type="checkbox"/> Working with vibrating tools / machinery |

Postholder Name:

Signature:

Date: