

# Job Description

## For Non-Streamlined Safeguarded 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:	Missing Children's Practitioner	JEID	LO332
Salary Grade:	Scale I		
Team:	Missing and Child Exploitation Team		
Service Area:	Countywide Post		
Primary Location:	Warwickshire Justice Centre, Newbold Terrace, Leamington Spa CV32 4EL		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	N/A		

#### Role Purpose

The Missing Service provides all children / young people who go missing in Warwickshire or Warwickshire children placed outside of the Local Authority area, an opportunity to discuss the missing episode with an independent professional.

Missing Children Practitioners seek to engage; children / young people, parents / carers, and wider professionals to complete Return Home Interviews and understand the push / pull factors surrounding the missing episodes. Practitioners will seek to offer advice / signpost, undertake referrals or complete 1 - 1 direct work with the child / young person to address the causes and reduce / prevent further missing episodes.

The Missing Service is part of the wider Child Exploitation Team, a co located team that includes; Social Workers, Warwickshire Police, Compass and Barnardos. Missing episodes are understood to be an indicator of exploitation, as such the Missing Service is integral in identifying early vulnerability to exploitation and or themes relating to exploitation to enable the co-location to target and disrupt concerns.

## Role Responsibilities

- Daily review and analysis of confidential data and referrals from the Police Compact system of vulnerable missing children at risk.
- Assessment of needs of children and young people referred to Missing Children Team using knowledge of risk and protective factors. RHIs is to specifically ascertain the whereabouts and experiences of a young person during each episode they have been missing and whether they have experienced any harm or trauma during that episode, and also to try and identify what would stop them going missing again. Assessment will focus on safeguarding risks and actions will need to be undertaken to ensure the child and young people are safeguarded.
- Ensure completion of RHIs, assessments, interventions and referrals are completed in a timely way
- Assess, negotiate and refer young people and their families to appropriate agencies and provision offered by public and voluntary agencies
- Work with agencies in both the statutory and voluntary sectors to ensure a co-ordinated and coherent approach to child/young person/ families including assessment, planning, implementation, monitoring and evaluation of action carried out
- Undertake direct work with children and young people going missing from home/ care or at risk/being trafficked to reduce and manage the risks
- Undertake work in partnership with parents and carers and professionals from a range of agencies to reduce the risks and children going missing from home or care.
- Development, management and implementation of comprehensive and needs specific packages of support plans for each child, young person and family
- Diverse and specific guidance to children, young people and families who are referred to Missing Children Practitioner including intense acute direct intervention support for some children and young people and families including those young people subject to an Early Help Plans, Child in Need, Child Protection Plan or Children Looked After.
- Keep accurate, timely and confidential records using established systems such as MOSAIC/ ESCR.
- Contribute to the development of systems for monitoring and evaluating effectiveness of input and service
- Development of projects and innovative ways of helping young people and families to overcome disadvantage and promote safety and promote awareness of the activities available from partner agencies.
- Participation in agency meetings, including provision of written and oral reports, presentation of cases, and translation of assessments into integrated support plans and provision of information on request within the parameters of data protection.
- Participate constructively in regular supervision and undertake appropriate training

- Ensure that protocols regarding confidentiality are maintained
- Ensure that Safeguarding policies and procedures are adhered to
- Commitment to anti-discriminatory practice taking into consideration culture and diversity
- Ensuring effective use of Health and Safety procedures i.e. Lone Working
- A flexible approach to tasks and responsibilities and maintain a positive approach to lone working whilst working within a multi-disciplinary domain

## 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:

A commitment and evidence of the development of equal opportunities and anti-discriminatory practice in service provision	A / I
Ability to demonstrate evidence of working cooperatively with agencies and other colleagues having effective networking skills	A / I
Personal commitment to achieving quality in service and user involvement	A / I
Ability to demonstrate evidence of the development of positive working relationships with children and young people and their families / carers	A / I / T
Ability to demonstrate report writing skills in relation to work undertaken and presentation of information at formal meetings	A / I
Ability to demonstrate knowledge of direct work skills in undertaking specific pieces of work with children and young people	A / I / T
Ability to demonstrate development, implementation and review of plans that are tailored to provide specific support to children, young people and their families.	A / I
Relevant degree or professional qualification ie, social work, teaching, youth work or other related area	A / I
Work experience with children and families in a statutory / voluntary setting at a practitioner level for at least one year.	A / I
Satisfactory completion of an enhanced check through the Criminal Records Bureau and vetting clearance to work and access police systems. This is crucial to this current post hence it being politically restricted. Please call if you wish to discuss this aspect further	D
Mobility essential. Able bodied applicants must be able to drive. Disabled applicants should be able to perform the job with aid where necessary	A
Experience of using IT systems to record work activity	A / I

## Desirable Criteria

Assessed By:

Experience of working in a multi-cultural area	A / I
Experience of using specific IT systems to record work undertaken and to plan activities	A / I
Knowledge / awareness of the 1989 Children's Act and Statutory Guidance / Warwickshire Protocol on children and young people missing from home and care	A / I

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 Criminal Records Bureau (CRB) Disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

## 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	<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing

<input type="checkbox"/> Night work	<input checked="" 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 checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	