

# 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 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 Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Children in Care Support Service		
Service Area:	Children and Families		
Primary Location:	North (Hilary Road), South (Myton Park) and East (Clifton Road) x 3 apprentices (1 apprentice for each area)		
Political Restriction	This position is not politically restricted.		
Responsible to:	CICSS Team Leader and Senior Family Support Worker		
Responsible for:	N/A		

#### Role Purpose

Our Children in Care Support Service is ambitious and believes that we can contribute in improving the journey of the child through care by providing safe and restorative supervised family time – improving relationships and sense of identity through direct work and life story work to support placement stability and emotional well being. Contributing towards education, employment and training.

Our service also works alongside social workers with plans of reunification to safely reduce our numbers in care.

To work as part of a multi agency team with parents, carers and young people to help families have have positive family time together in a safe environment.

A Children in Care Support Worker Apprentice will work alongside Children's Practitioners to develop their knowledge and skills to deliver supervised family time and direct work, including life story work.

Using the skills, knowledge and competencies gained from undertaking this role, the apprentice will complete the Level 4 Children Young People and Families Practitioner apprenticeship qualification.

## Role Responsibilities

The Apprentice will be trained and supported by experienced Family Support Workers. They will for the first few months be supported to:

- : Shadow family times and develop skills in factually recording observations during the contacts
- : Collecting and collating background information which will be included in the life story books/work
- : Undertaking background research, forensically reading information from files and gathering information, creating genograms and detailed chronologies of the young person/child's journey from birth to present.
- : Shadow direct work sessions with Life Story Workers and start to build skills and tools in delivering direct work.
- : Develop creative style of working to engage young people/child in play and building relationships eg: painting/bubbles/playdoh.
- : Use creative software programmes to develop the books, currently using Powerpoint and Word.

The Apprentice will have the opportunity to work alongside the Family Support Co-ordinators and learn how to put a package together of supervised family time, complete sessional worker agreements. Checking and monitoring sessional worker claims against records.

Within 6 to 9 months it is hoped the Apprentice will be able to take responsibility for their own pieces of work and complete Life Story Work/Books independently.

The team are trained in Richard Rose approach to Therapeutic Life Story Work. Joy Rees is also a model that Warwickshire County Council use for Life Story Books. The Apprentice will be encouraged to undertake reading on these two models and attend group supervisions to help understand the theory behind the approaches. Ongoing training and support inhouse will be integral to the development of this role.

The apprentice will be expected to undertake all mandatory training, including restorative practice and an opportunity to undertake other training to develop knowledge and skills in this area of work.

## 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 basic level of numeracy, literacy and ICT skills. At least five GCSE's at grade A* - C / 9-4 including English and Maths	A, D
Ability to get on with people, to listen and understand their concerns	A, I

The ability to communicate confidentially, both verbally and in writing, with numerous different people	A, I
Ability to record information and keep records	A, I
Experience of using computers and in particular Microsoft Office and Email	A, I
Commitment to work within a team and own initiative	A, I
Ability to organise own work load and keep up to date with tasks	A, I
The ability to respect and maintain strict confidentiality at all times	A, I
Ability to maintain emotional wellbeing under pressure	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	D

### Desirable Criteria

Assessed By:

Previous experience of interacting and engaging with babies and children	A, I
Creative use of computer software packages to develop our life story books	A, I
A Levels or Level 3 equivalent qualifications in any subject	A, D
Full driving licence and car owner (or currently learning to drive)	A, D

## 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 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):	