

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 Time Supervisors – Sessional Contracted	JEID	SW01B
Salary Grade:	Grade G		
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 Responsibilities

- Support and supervise family time within a caseload of ongoing work, completion of the required admin associated with this including family time recordings that could be used within the court process.
- Build relationships with children and young people in order to support their placements and provide respite support and facilitate the engagement in hobbies and activities when required.
- Family Time Supervisors are not required to provide life story work as part of their role.

Key Requirements

Support children in care to engage in safe and positive family time, offering support and guidance to families within a safe environment or in the community.

Experience of managing challenging and difficult situations.

To participate and contribute to Children in Care reviews providing accurate and detailed feedback in respect of the family times you have supported.

To participate in formal supervision and appraisals, when appropriate, and to attend relevant training opportunities identified by your line manager.

To understand the importance of family time, and the value of sustaining good connections within relationships between children and young people and their birth families.

To be confident and competent in using ICT and technology.

To be able to write comprehensive reports, including detailed analysis of observations of the interactions during family time.

To be available for work at our peak times which includes after school, evenings and weekends.

To ensure that Health and Safety responsibilities are carried out in accordance with WCC policies and procedures.

Ability to work independently and travel across the county to meet the needs of the service.

A full clean driving license and access to a car are essential.

To undertake other duties that WCC may from time to time require.

If you would like to be part of a busy, dynamic and supportive team then we welcome your applications.

Base: County Wide, includes bases in Warwick, Stratford, Rugby, Nuneaton, Bedworth and Atherstone. Please state your preference on your application form.

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 Time Supervisor – 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

Previous experience of working with children and families	A,I
Ability to understand the needs of children and young people to develop a positive working relationship	A, T, I
Ability to make immediate decisions whilst working with vulnerable children and young people and their families	T,I
Ability to work under minimal supervision	T,I
Ability to carry out and complete particular tasks within an agreed time	I, T
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 colleagues, other professionals and families.	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
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

Have access to 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 unexpected situations as established in supervision	A, T, I
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 is 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 write detailed and comprehensive reports within the required time constraints	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, T, I
Satisfactory check through the Disclosure and Barring Service	D

Assessed By:

Desirable Criteria

Relevant Child Care or related qualification	A, D
Previous experience working with looked after children & young people	A, I
Experience of facilitating Family Time sessions is desired or evidence of another example	A, I
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 & 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):	