

# 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	JEID	SW01B
Salary Grade:	Grade H		
Team:	[To be specified by the recruiting manager]		
Service Area:	Children and Families		
Primary Location:	Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:			
Responsible for:			

#### Role Purpose

Family Support is for families with children and young people aged 0-19 (25 in case of disability) years who need support to improve their life chances or avoid issues escalating to child Protection concerns. Family Support Workers will apply multi-disciplinary skills in their work with families, having a caseload specific to team area, depending on the identified level of need and demand on the service.

- Working together with social workers and other professionals to implement practical and emotional support, promoting a strong culture of collaboration built through joint working and a shared vision in supporting the child and family.
- Delivery of direct work with children through their plans of support to ensure our focus is the voice of the child.
- Robust management of the plan of work with the family, reviewing this in a timely manner to prevent drift and escalation of concerns.

#### Role Responsibilities

1. To work in a restorative way, developing strong relationships to support families to help themselves, empowering families to make their own decisions and actively engage in their plan of support or intervention.
2. To work as part of a multi-agency team with parents, children and young people to positively make a change in family behaviours.
3. To act as a positive role model for parents/carers in a range of contexts including groups, drop in

sessions, 1-1 work.

4. To be responsible for various levels of family support with individual families working in their home or other community settings as appropriate.
5. To deliver evidence based interventions on an individual and group basis, with consent from the family that are proportionate to the needs of the child and the family.
6. To provide signposting information and direct advice and guidance to families on child development and parenting using evidence based practice.
7. To work as part of a multi-agency team that can be located and/or providing services anywhere in the county.
8. To focus on the voice of the child and the family to achieve outcomes with their voice at the centre of our engagement.
9. To communicate effectively with children, families, colleagues and other agencies in order to share information and skills.
10. To work within the Procedures of Warwickshire Safeguarding Children's Board in order to effectively safeguard and protect children.
11. To demonstrate accountability, within the prevailing legislative framework and council policies and procedures with supervision of the line manager.
12. To attend appropriate continuous development activities as are required and suitable, in agreement with the line manager.
13. To have responsibility for safe and appropriate working practices, including home visiting or lone working.
14. To complete recording, monitoring, planning and evaluation systems in line with Service processes and requirements.
15. To attend and participate in all team meetings and all appropriate meetings as directed.
16. To attend and participate in all training and development activities required as part of the role.
17. To undertake other duties that the County Council shall from time to time require that are commensurate with the grading of the post.

## 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:	Social Care Worker – Level 1b
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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 Council's 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).

### Essential Criteria

Assessed By:

Good literacy and numeracy skills	A, I, T
To be able to independently interpret and analyse information and facts to solve varied problems	A, I, T
The ability to demonstrate caring skills to meet the welfare needs of our clients, some of whom will have particularly demanding needs and to be able to advise and guide our clients to enable them to solve particular problems	A, I, T
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A, I, T
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, I, T
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 contact with clients who are seriously disadvantaged in some way	A, I
Ability to work well with colleagues, including managers, as a member of a team	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 employ basic	A, I

computer knowledge and skills	
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

### Desirable Criteria

Assessed By:

NVQ Level 3 or above or other equivalent qualification in Social Care (Children/ Young People) or Child Care fields, Previous experience of delivering group work.	A, I, D  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	<input 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 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	