

## JOB DESCRIPTION & PERSON SPECIFICATION

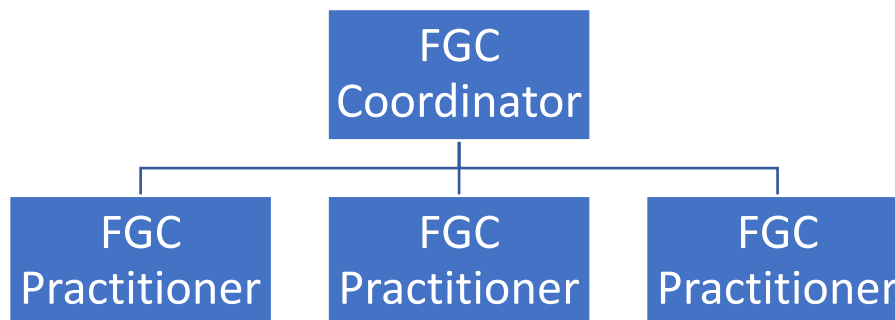
Director Area: Children Services	Job Ref Number: 01700
Service Area: Contact/PPDU/FGC	Grade: 7

**Job Title: Family Group Conference Practitioner**

**PURPOSE OF JOB:**

Facilitating a process whereby the family group and professional partners arrive at decisions for Children / young people and vulnerable adults, who are in need of care and protection.  
To organise and promote Family Group Conference (FGC's) and produce a Family Plan to support and safety and wellbeing of the child /young person or vulnerable adult.  
Continuously look for synergies and efficiency savings across area of responsibility.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	To take responsibility for allocated referrals for a Family Group Conference received from social care teams within Lincolnshire, working across a broad spectrum to include Children and Adults Services.
2	To respond to all the allocated cases within set service standard timescales.
3	To liaise with the allocated social worker for each allocated case to gather background information and to ensure that risks are identified to assist in the planning of the Family Group Conference.
4	To undertake all necessary work to prepare for a Family Group Conference. This will include; liaising with relevant professionals, making enquiries of and negotiating with children, their immediate families, extended families and the family networks.
5	To effectively chair Family Group Conferences, ensuring that the families have clear relevant information that they fully understand and on which they can make decisions in the best interests of their children.
6	To initiate contact with the child or young person and his/her immediate family and/or carers. In most cases, this will involve a meeting with them outlining the Family Group Conference process and provide information and literature, including the evaluation procedures and complaints.
7	To capture the voice of the child.

8	With the child/young person and immediate family identify relevant family members and significant others who should attend the conference. To take responsibility for exclusions according to the service agreed policies.
9	To initiate contact with other family members, friends and significant others, outline the Family Group Conference process, provide information and literature and negotiate their attendance at the meeting.
10	In consultation with the allocated social worker, work directly with the child/young person in preparation for the meeting and to ensure that they are as fully involved in the process as possible and to ensure that the process maintains the focus on the need of the child/young person.
11	To be proactive in engaging the family group with the FGC process to avoid case drift or delay for the child/young person.
12	To ensure that all communications are carried out in the chosen language of the child and family, including sign language.
13	To make suitable arrangements to allow the meeting to be held at a time and place this is suitable and acceptable to the family group.
14	To ensure that the venue for the meeting is suitably prepared.
15	To ensure the effective functioning of the meeting by chairing the first stage meeting, to ensure that information is clearly presented to the family.
16	To be available during the second stage of the meeting to provide information, advice or clarification upon the request of the family.
17	To chair the third stage of the meeting and clarify and ensure that the family plan is sufficiently robust to reduce the identified risks for the child/young person
18	To ensure that family plans are recorded and are distributed to all relevant parties within agreed service standard timescales.
19	To produce quality recordings to a high standard. To type up and circulate the Family Plan and copies of agreements to everyone who attended the Family Group Conference and the referrer within agreed service standard timescales.
20	At all times to identify and address issues of race, culture, gender, sexuality, disability and/or language and to respond positively to any particular needs families may identify.
21	To provide your Line Manager with an outline record of each family meeting with a detailed formulation of their plan in preparation for case supervision.
22	To ensure confidentiality is maintained at all times within the agreed boundaries
23	To be available to work outside office hours to meet service users' needs.
24	To utilise Signs of Safety within all aspects of the FGC Service.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to degree level, NVQ Level Four or equivalent and with demonstrable ability to convene and chair emotive meetings in a constructive manner to achieve positive outcomes.	A I P	X	
Knowledge of Children Act 1989 and of current social care practice and child protection procedures.	A I P	X	
Demonstrable ability to work with families and statutory and voluntary agencies.	A I	X	
Skills in mediation and negotiation are desirable.	A I		X
Knowledge and understanding of family dynamics.	I	X	
Sensitivity to people from diverse family or cultural backgrounds.	I	X	
Ability to remain impartial and non-	I	X	

judgmental.			
A clear understanding of and ability to ensure the delivery of services within an equal opportunities framework.	I	X	
Effective verbal and written communication skills, including good communication skills with children and young people and excellent report writing skills.	A I P	X	
IT skills and the ability to be administratively self-supporting are essential	A I P	X	
Ability to work independently and to be self-motivated.	I	X	
Ability to work outside normal hours according to the families' needs (includes evenings and weekends)	I	X	
Ability to take on new concepts/forward thinking.	A I P		X
Ability to be 'reflective' and creative when working with vulnerable children and families.	I	X	
Able to work flexibly to meet the needs of vulnerable children and young people.	A I	X	
Able to function effectively in a team and demonstrate good interpersonal skills.	I	X	
Ability to drive and use of a vehicle.	A	X	
Ability to work effectively and professionally whilst under pressure.	I	X	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.