

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02492

Service Area: Family Time Service

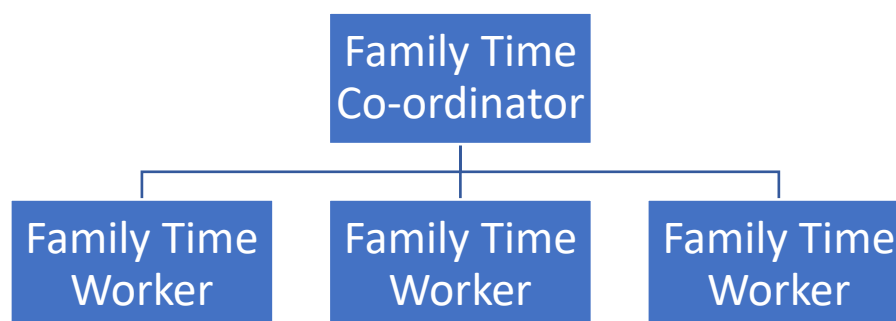
Grade: G6 (click [here](#) for value)

Job Title: Family Time Worker

PURPOSE OF JOB:

To promote quality Family Time between children and young people who reside within the care of the local authority and their families, to support the ongoing relationship building between the child and their family. To organise supervise, record and assess Family Time with the needs and safety of the child as the paramount concern. To work as part of a team, carrying out and developing the duties and responsibilities of this post, liaising with parents/carers and professionals to ensure that Family Time meets the changing needs of children and families that reside within Lincolnshire.

TEAM STRUCTURE:



MAIN DUTIES:

1	To provide child focused supervision of children's Family Time with family and carers, working within the terms of court orders and referring agencies, conditions of Family Time and as far as possible in partnership with parents/carers.
2	To produce concise, relevant and accurate recordings of Family Time sessions in line with the framework of policies and procedures. To capture the voice of the child within all case recordings and feed this into the ongoing proceedings for the child. To keep records and documentation pertaining to meetings and Family Time with children and families in line with Lincolnshire County Council standards and procedures. To ensure information on the electronic case management system is maintained accurately and up to date within timescales, recorded and distributed in line with the court proceedings.
3	To undertake assessments of Family Time for court proceedings and where required to attend and present these to the court.
4	To act as the lead Family Time supervisor and arrange and chair Family Time agreement/review meetings with the child, family and Social Worker to ensure that Family Time remains fit for purpose and supports the changing needs of the child.
5	To assist families to receive support by role modelling and the transferring of practical skills to enhance a parent's capacity to meet the needs of their child within the Family Time session.

6	To develop a workable risk assessment and adhere to this in respect of the child/young person attending Family Time, this can include managing risks that are deemed high, such as risk of abduction, physical and verbal abuse towards professionals. To assess parents presentation using professional judgement prior to attending Family Time with their child and to intervene and make decisions to end a Family Time session if it is deemed to be in the best interests of the child's safety and wellbeing.
7	To work within the Family Centre, children's centres, community and family home to implement standards that are conducive to good family models. To work in partnership where possible with families ensuring professional boundaries are set and maintained. To work alongside families in devising strategies that will enable the family to move, achieve and sustain positive outcomes.
8	To effectively manage the workload, demonstrating good time management, working across service delivery hours to provide a flexible and responsive service. Understand the usefulness of performance information and to ensure the completion of the appropriate paperwork to capture such information accurately.
9	To work flexibly to meet the needs of the service. To provide a responsive service that meets the needs of children and their families. As such working hours/ days will vary according to need and will include some early evening work. Working on a Saturday as required via a rota system in accordance with the LCC Flexible Working Policy. Bank holiday Family Time will be covered via a voluntary arrangement.
10	To carry out administration of medication according to the child/ young person's care plan within Lincolnshire County Council policy and procedure. To administer prescribed medical treatments such as gastrostomy feeds, buccal midazolam and oral suction. To attend and receive identified specialist training to support the undertaking of the role.
11	To make all necessary practical arrangements for the Family Time sessions to take place safely and that is in the best interests of the child. This may include transporting of children by a Family Time Worker or arranging transport for children/young people attending Family Time via LCC's internal provider. To be responsible for the preparation of the venue being used and ensure that this is safe prior to the family's arrival.
12	To prepare, receive and participate in formal supervision and appraisal processes in accordance with LCC policy and procedure.
13	Deliver excellent customer service, incorporating the Lincolnshire County Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
14	Participate in learning and development opportunities available relevant to the post.
15	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 3 in working with children/ young people or equivalent is held by the applicant.	A	X	
Knowledge of Children Act 1989 and of current social care practice and child protection procedures	A	X	
Experience of working with children or caring for children within a statutory setting.	A	X	
Experience in child-centred work with specific knowledge/and or experience in working directly with children and families to deliver a range of parenting interventions.	A		X
Ability to effectively engage with families, building relationships which will enable them to improve outcomes for children and their families. To develop creative responses daily with parents and carers through negotiation.	I	X	
A broad understanding of a range of legislation which impacts children and families.	I		X
IT skills and ability to produce and maintain accurate records and reports within allocated timescale.	A & T	X	
Excellent written and oral communication skills to enable you to support and challenge both families and professionals appropriately to achieve sustainable change.	A & I	X	
Positive attitude and understanding and ability to promote diversity and equality within current legislation.	A & I	X	
Ability to confront and challenge in a non-oppressive/ judgmental manner.	I	X	
Ability to be 'reflective' and creative when working with vulnerable children and families.	I	X	
Able to function effectively in a team and demonstrate good interpersonal skills. Ability to work alone and as part of a team.	I	X	
Holds a current clean driving license and has use of a vehicle for work purposes.	A	X	
Ability to work effectively and professionally whilst under pressure.	I	X	

To be a key team player and work closely with staff members and other professionals both internal and externally.	A	X	
A commitment to the welfare of the child as a priority in the work and decision making.	A	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.			