

JOB DESCRIPTION

Children's Rights Worker and Family Support Worker

Title:	Children's Rights Worker and Family Support Worker
Location:	Cuffe and Lacey - Burnley Office
Salary:	From £17,500
Reporting to:	Service Manager – Chelsea Stanworth
Job purpose:	<ul style="list-style-type: none"> • To provide or ensure the provision of children's rights services for children and young people in the care of Oldham Local Authorities. • To work as part of Cuffe and Lacey's wider organisation providing a mixture of individual and group interventions with parents, carers, children and young people. • To work with families attending Cuffe and Lacey contact centre, as well as providing additional support to other services we provide such as Life Story Work. • Any tasks would be fully discussed and explained, and Cuffe and Lacey would ensure you are fully equipped and trained for any services you are involved in.
Key activities (Oldham Children's Rights):	<ul style="list-style-type: none"> • Identify and profile the needs of children and young people entitled to a service from the service. • To deliver children's rights services in an accessible way to children and young people who are entitled to them. • To promote the safeguarding and risk assessment of children and young people in the service, and to work in line with Cuffe & Lacey's policies and procedures, and the local policy and procedures of the Local Safeguarding Children Boards. • To promote good practice in respect of children's rights with social workers, managers and other professionals working within the social care divisions of the Local Authority. • To advocate on behalf of children and young people who have a Child Protection Plan, are Child in Need or are looked after or entitled to services under the Leaving Care Act 2000, and to ensure they are informed of their rights. • Begin informal and formal procedures, such as complaints, on behalf of children entitled to advocacy in situations where they cannot begin such procedures themselves and where their rights may have been infringed. • Promote empowerment and independence by helping children and young people to develop skills, knowledge and self-confidence which enable them to respond to issues affecting them. • Work in partnership with voluntary and statutory agencies, including sharing appropriate information with carers and social workers to

	<p>support them and the children in their care.</p> <ul style="list-style-type: none"> • To provide Independent visitors for children and young people who are looked after. Including recruiting, training and supervising volunteers, matching children referred to the service and liaising with local authority social workers to review progress. • To raise awareness of issues affecting young and promote the service to children and young people, carers, professionals and potential volunteers through a variety of means including children’s home visits, attending Local Authority social services team meetings, networking with partner agencies, distributing publicity material, attending local and national events and contributing to a quarterly newsletter for children and young people and a quarterly monitoring report for commissioners. • Develop models of participation enabling the voices of children and young people to be heard in the decision-making processes that affect them. In particular, take an active role in the coordination of the Children in Care Council. • Contribute to the development and promotion of policy, procedures and practice within the service and participate in the annual review of the service. • Give advice and consultation about children’s rights to professionals and carers within the Local Authority. • Contribute to the administration of the service.
<p>Key activities for Cuffe & Lacey:</p>	<ul style="list-style-type: none"> • Operate within Cuffe & Lacey’s policies and procedures. • To maintain accurate written and electronic records of work undertaken and to record appropriate information. • To participate in meetings in an active and constructive way when required to do so. • To agree with families how personal information will be used, recorded and shared with others within confidentiality and privacy policies. • Contribute to service performance management. • To participate in individual supervision, appraisal sessions and team meetings. • To maintain up to date knowledge and skills as required by the role. • To alert line manager of any significant changes or events which affect the implementation of the agreed plan or any issues which may impact upon the child’s wellbeing. • Engaging with families and developing and maintaining a supportive and empowering relationship founded on mutual respect, trust and the strengths of families. • To maintain a caseload, providing individual support and group interventions. • To work in partnership with parents to encourage independence and self-reliance and to help them to develop a consistent and positive approach to parenting aimed at addressing behaviours and overcoming

	<p>challenges.</p> <ul style="list-style-type: none"> • To promote and facilitate parental understanding of a child’s needs. • Use persistent and proactive interventions when working with parents to enable positive changes in their lives. • To work directly with children developing positive relationships and providing appropriate support to address a range of needs including disruptive and challenging behaviour. • To support parents to provide an appropriate environment in which children and young people feel safe and which encourages the development of their self-esteem and resilience. • Encourage families to engage in community activities • Enable referrals to specialist and other services for individuals within the families in accordance with local protocols. • To work in partnership with a variety of agencies including education and the voluntary sector to support families in the local communities with an emphasis on supporting those families that find it difficult to engage with services • To particularly ensure services are accessible to parents with additional needs, or disabled children and that they are supported to access community services and activities. • To support parents in becoming involved with developing local community services and networks and building on parental strengths to empower and equip them to access wider opportunities in education, work and volunteering. • To undertake other duties and responsibilities appropriate to the salary grade and the overall purpose and principles of the job.
<p>Special job circumstances:</p>	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none"> • Mainly based in Burnley, Oldham and across Lancashire, but will at times need to travel across a wide geographical area. • Flexible working required to include some evenings and occasional weekend work. • A current driving licence preferable. <p>(Please note: if you have difficulty meeting these conditions because of a disability or family circumstances the appointing manager will discuss it with you in order to consider reasonable adjustments to the job or working conditions)</p>
<p>Job description agreement</p>	<p><i>This job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.</i></p> <p>Job holder’s signature: Date:</p> <p>Manager or Director of department signature: Date:</p>

PERSON SPECIFICATION

Children's Rights Worker and Family Support Worker

Education, Qualifications & Training
Essential:
<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in relevant field e.g. Health, social care, early years, adult education, education, working with parents • English and Maths GCSE at grade A-C or equivalent. • Registration with any appropriate body for qualifications where this applies • Knowledge of IT including Microsoft Office Products

Knowledge & Experience
Essential:
<ul style="list-style-type: none"> • Direct experience of working with children and families. • Knowledge of child development and its influence on parent/child relationship in every stage of child's development. • Understanding of child protection policies and procedures and the importance of safeguarding children, young people and vulnerable adults. • Experience of setting appropriate professional boundaries with families. • Practical knowledge and experience of working with vulnerable families and being aware of any issues a practitioner may face while working with vulnerable families.
Desirable:
<ul style="list-style-type: none"> • Knowledge of legal framework of Children's Services. • Experience of working with families with complex needs who typically find it difficult to engage with services. • Demonstrable experience of sharing information to improve outcomes. • Experience of using the Common Assessment Framework (CAF) to improve outcomes. • Experience of facilitating group work for parents. • Knowledge of additional support services available for families and experience of signposting or referring families to these services. • Experience in supporting families to make positive choices. • Experience of supporting parents in managing children's challenging behaviour. • Practical experience of working with parents one-to-one and experience of providing support to families in their own home. • Experience of Life Story Work • Experience of working in partnership with other agencies, including Health and Education.

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Organisation:	Cuffe and Lacey Associates	Updated on:	Jan 2019	Author:	FL/CS

Skills & Attributes
Essential:
<ul style="list-style-type: none"> • Able to work flexibly to meet demands of the service including some evening and weekend working, if required. • To work flexibly in responding to the needs of families as they emerge. • Able to communicate effectively and concisely and with a range of different individuals and groups • Ability to effectively plan and prioritise work load associated with case work. • Ability to travel. • Ability to engage and motivate resistant and hard to reach families. • Confidence and ability to work alone and prepared to work with families in their own homes. • Committed to improving the outcomes for families. • Create, maintain and develop relationships with families and professionals and to maintain professional boundaries. • Able to keep excellent records of work. • Able to use IT systems. • Committed to improving outcomes for children and their families. • Committed to anti-oppressive and anti-discriminatory practice. • Effective verbal and written communication skills.
Desirable:
<ul style="list-style-type: none"> • Bi-Lingual Speaker