Directorate   **Children, Young People and Education**

Unit/Section   **Children's Social Services**

Grade   **KR7**

Responsible to   **Family Time Co-ordinator**

Purpose of the Job:

Work as part of one of the teams within Specialist Children's Services to support and deliver social work to the children and families that we engage with, in line with statutory requirements, directorate policy and national legislation. This includes informing & assisting Social Workers in completing assessments and care plan recommendations, alongside support work for and with individual young people.

Main duties and responsibilities:

- Facilitate, supervise and document family time sessions between children and significant relatives to enable children to get the most from the sessions, whilst supporting and directing the parents as appropriate. Assessments and observations at this session to be used to identify issues and inform recommendations for the care plan and records may be used in court.

- Engage directly with the children and families we work with to provide discrete, targeted elements of supportive work to achieve identified outcomes as guided by social workers.

- Develop and nurture good working relationships with the families, foster carers and other key professionals that we interact with. Supporting in the arrangement of childminders, nursery placements, transport and contact arrangements etc as appropriate, to assist with the successful implementation of the care plans.

- Monitor and evaluate the implementation and effectiveness of your contribution to children's care plans in consultation with other key professionals reporting back to the Family Time Co-ordinator in supervision about the outcomes achieved in accordance with Directorate requirements.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 Diploma working with children or equivalent qualification. Good basic education & attendance on internal or external childcare courses
EXPERIENCE	Experience of supervising contact session between children and families. Proven direct work and life story work with children, some gained within a local authority
SKILLS AND ABILITIES	Ability to communicate with children and young people Excellent interpersonal skills in order to communicate with colleagues Ability to work effectively in a team Good report writing skills and ability to communicate clearly in writing
KNOWLEDGE	General working knowledge of The Children Act 1989, and working knowledge of childcare practice
PERSONAL QUALITIES	Trustworthy and respecting of confidentiality Flexible Commitment to Equal Opportunities Willingness to undergo training Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave**. We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent

	Empowering - Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making