

Job Title  
Grade

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Children and Families – Early Intervention and Prevention

Working in this way is also more sustainable. We can support more

families to live better lives if we focus on addressing needs as early as we can.

We will continue to build a strengths-based approach which will promote a culture of inclusion and support to enable children to achieve their best outcomes.

## **Reporting Relationships**

**Responsible to: Team Manager**

### **Key Accountabilities:**

1. To provide transport and escort children and their families to a variety of situations including contact visits, school, medical appointments, meetings and social activities working under the direct guidance of the case holding social worker/team manager
2. To supervise children's contact visits with their families.
3. To provide practical support to families and carers.
4. To support children and young people in a range of social and recreational activities in the community.
5. To work with carers, families and young people to help them develop a range of living/household management skills.
6. Together with colleagues to provide care, supervision, and activities for children whilst their parents or carers are attending groups or meetings.
7. To ensure that a documented record of all tasks undertaken is provided to the case holding social worker/team manager within 24 hours of the task having been completed.
8. To participate in supervision, team meetings and training sessions.
9. To comply with all relevant County Council policies which govern the work with vulnerable children and their families.
10. To undertake any other duties commensurate with the grading of the post although suitable adjustments will be made in line with the Disability Discrimination Act.

### **Special Requirements**

1. To be a car driver and provide a car with appropriate insurance cover for use at work. (Suitable adjustments may be made in line with the Disability Discrimination Act).
2. Flexibility to provide services to families and carers during evenings and weekends, Bank holidays and other national holidays.

**Other Information**

This post is designated as a casual essential car user.

The post holder will need to meet the travel requirements of the role locally

This post has no political restriction.

This post is identified as safety critical; therefore you may be subject to random alcohol and drug testing. This is to help ensure the health, safety and wellbeing of all employees and service users.

Ability to work early morning, evenings and weekends on a planned basis.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Environment**

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

**Health and Safety**

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Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

### **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.






The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application


I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>English and Maths to GCSE level or equivalent</li> <li>NVQ Level 3 in working with Children and Young People or equivalent is desirable</li> </ul>	A  A
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Experience of direct work with vulnerable children and their families</li> <li>Experience caring for children in a formal/informal setting is desirable.</li> <li>An understanding of the needs of children who have experienced family difficulties.</li> <li>An understanding of the effect of disadvantage and discrimination on children and their families is desirable</li> <li>An understanding of how children are safeguarded.</li> </ul>	All A/I
  	<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to effectively communicate with children and their families.</li> <li>Ability to maintain positive relationships with service users and other professionals</li> </ul>	A/I  I

disability confident EMPLOYER		
	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> </ul>	I
	<ul style="list-style-type: none"> <li>• Ability to work effectively in conflict situations is desirable.</li> </ul>	I
	<ul style="list-style-type: none"> <li>• Ability to prepare accurate records and reports.</li> </ul>	I
	<ul style="list-style-type: none"> <li>• Ability to reflect and learn from experience and training, changing own practice where relevant.</li> </ul>	I
	<ul style="list-style-type: none"> <li>• Full Car driver license with unrestricted use of a car.</li> </ul>	A
	<ul style="list-style-type: none"> <li>• Ability to use basic IT resources such as Microsoft Word is desirable.</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Professional commitment to helping children achieve good outcomes.</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Reliability and stamina.</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Emotional resilience.</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Commitment to personal and professional development</li> </ul>	A/I



 \*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300