Family Time Supervisor

Grade 8

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 citizens
* 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

e.g. People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire’s communities.

***IF REQUIRED -Political Restriction:*** *This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.*

Reporting Relationships

Responsible to: Team Manager or Family Practitioner Lead

Responsible for: Family Time Workers

Key Accountabilities:

1.To coordinate the activities of the Family Time Worker team within the district, ensuring that resource is effectively allocated within the budget available.

2. Provide effective and reflective supervision to direct reports, ensuring training needs are identified and met and that the team delivers positive outcomes for those families with which they engage. February 2020 JD/PS JD/PS template

3. Through effective supervision of Family Time Workers ensure problems are identified and issues resolved, escalating to the Family Practitioner Lead where necessary.

4. Monitoring the quality of family time records completed by the Family Time Worker, ensuring that they are timely, appropriate, and complete.

5. Ensuring adherence to quality assurance processes are in place and working within agreed policies and procedures

6. Working with the other Family Time Supervisors across the county to ensure consistency of practice, that best practice shared, and make recommendations for improvement as appropriate.

7. As a member of the district family practitioner team champion family time and ensure the value of this work is recognised across the districts and informs best practice.

8. To Liaise and work collaboratively with Social Workers, families, and other care providers to ensure family time is provided where necessary.

9. To support Family Time Workers to provide flexible, creative and imaginative approaches to completing family time, and if necessary be available to provide cover arrangements.

10.To be available outside of traditional working patterns including evening and weekends to provide support to children, families and carers when it is needed

**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.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

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** |
| **employer_small** | **Qualifications/Professional membership**   * Minimum standard of NVQ3 in respect of working with children and their families or equivalent | A/I |
| **employer_small** | **Knowledge and Experience**   * Experience of direct work with children, their families and carers in a statutory or voluntary agency which provides services to vulnerable children and their families * Experience in the use of IT including Microsoft packages * An understanding of child development and the effect of stress and trauma on child development. * Knowledge of mental health, substance misuse, domestic abuse, poverty and other vulnerabilities and how these impact on families * Knowledge of partners, agencies and their role in supporting families * An understanding of the key pieces of policy, guidance and legislation which govern children’s social care. * Experience of facilitating/leading accredited and evidenced based parenting programmes. * Knowledge and ability to undertake assessments and make appropriate decisions, in line with professional accountability | ALL A/I |
| **employer_small** | **Skills**   * Ability to effectively communicate with children, their families and carers * Ability to build relationships and deliver interventions to children, families and carers. * Ability to work effectively in conflict situations * Ability to use IT systems and to write a good standard of records. * Commitment and ability to demonstrate restorative approaches to working with children and families.   This post is designated as a casual car user | ALL A/I |

**employer_small** 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.

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