



Job Description

Job Title: Family Support Worker

Service Area: Adoption

POSCODE: 0741

Grade: H

Overall Purpose of Role

This role is integral to ensuring that adoption and SGO placements are successful, and that children and families receive the ongoing support they need. The Family Support Worker role is integral in supporting children and young people onto a great life trajectory by working directly with them, their families and/or those who care for them to help build connections with the people who are important to them or to rebuild relationships thus enabling young people to live securely within their adoptive families, SGO care arrangements or extended networks.

To work directly with children, SGO and adoptive families, in partnership with multi agency colleagues to support the task of Staying in Touch for Northamptonshire Children's Trust's children. Working in partnership with children and young people, their families and carers to deliver and provide services as their needs dictate, the job holder will provide practical and emotional support to children and families throughout the Staying in Touch process, ion.

The post will cover a designated area of work in the adoption service's Post Adoption Order and SGO Support Team's provision within Northamptonshire Children's Trust to provide support to children and their carers using a range of services

The job holder will be familiar with visiting families within their own homes and working in creative ways to empower children, young people and their families to achieve their goals of rebuilding and maintaining relationships through carefully considered Staying in Touch arrangements. You will be comfortable working as part of the professional network around these families and feel confident in providing written reports as required and contributing to discussions both on an informal basis and within more formal settings.

Cases are allocated by the team and practice manager from the Post Adoption Order and SGO Support team.

The job holder may be required to work out of office hours in the evening and weekends, to ensure the needs of children and families are met.

We deliver child focused Post Adoption Order and SGO Support services and children's needs dictate the process to ensure the welfare of children is safeguarded and carers are supported in providing the right care and are able to protect children in their care from harm.

	Main Accountabilities
1	Manage specific areas of work, allocated by the team and practice manager, and liaise with and involve professionals and appropriate staff in supporting children with a plan for adoption and their carers in the Staying in Touch process.
2	Team orientated and able to work collaboratively to attend planning reviews, meetings and visits with colleagues and relevant professional staff as necessary. Assist in the analysis of requirements and to plan appropriate Staying in Touch tasks to ensure the planning and implementation of Staying in Touch plans are progressed within agreed timescales for children .
3	Offer direct support to children and their Adoptive/SGO/Birth families with a Staying in Touch plan, preparing them by providing age-appropriate information and addressing their emotional and practical needs. Refer cases to the appropriate service, or undertake direct work with their carers in order to fulfil the obligations of the Northamptonshire Children's Trust in providing services for children and SGO/adoptive families with particular needs
4	Generate and provide key pieces of digital material (videos, photos and art) where required as part of digital solutions to Staying in Touch. . Undertake direct work to children and families
5	Maintain accurate and up-to-date case records on CHARMS in line with legal and regulatory requirements. Organisational skills and attention to detail in maintaining accurate records of appointments, contact and case documentation. To work within the Adoption service's policies and procedures.
6	To monitor and observe the plan of work in operation for service users and to provide assistance to social work colleagues in the planning and evaluation of the work undertaken on their behalf, carrying out corporate parenting activities for children with a plan for adoption.
7	To develop own knowledge and skills base, develop good working relationships with professionals and agencies, challenge the provision of other services for the benefits of service users and enable successful partnership working within a climate of mutual respect.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE level or equivalent		Essential
	A relevant qualification in child development or a related field	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Able to demonstrate	Basic IT skills, able to use Word and Excel to produce reports, carry out correspondences and keep accurate records	Essential
Able to demonstrate	Awareness of current legislation relating to the job such as the Children Act, Adoption and Children Act, Every Child Matters, Public Law and Human Rights, Health and Safety legislation	Essential
Skills:		
	Strong communication skills and the ability to work sensitively and professionally with children, families, and professionals.	Essential
Able to demonstrate	Assessment and analytical skills	Essential
	Good verbal, written and communication skills	Essential
	Good organisational skills and attention to detail	Essential
Experience:		
	Experience of working within the field of family support or in a similar role working with children and families	Essential

Disclosure Level

What DBS Level is required for this post?

None ☐

Standard ☐

Enhanced Child Only ☒

Enhanced Child/Adult Bar ☐

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed ☐

Flexible ☒

Field ☒

Home ☐