

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Section:</b>	Children's Services
<b>Sub Section:</b>	Early Intervention Service
<b>Post Title:</b>	Intervention Support Worker
<b>Vision Post Number:</b>	12815
<b>Grade:</b>	GR 6
<b>Responsible to:</b>	Senior Practitioner
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	Integrated Miskin Project/Rapid Intervention Response Team
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	Glyncornel Centre
<b>Date of Description:</b>	June 2016

### **KEY OBJECTIVES**

**To undertake identified activities which support the provision of a time limited, intense family focused service to children /young people who are on the cusp of becoming looked after and who are in the Looked After system and need to return home quickly.**

### **SPECIFIC RESPONSIBILITY**

1. To work with children / young people and / or their parents on a one to one basis to meet the agreed aims and objectives of the intervention;

2. To liaise where necessary with other workers and agencies on behalf of the children / young people and their parents to ensure access to services and resources;
3. To prepare accurate recordings appropriate to the agreed plan of work in line with Divisional procedures;
4. To record information on relevant computer systems (e.g. Integrated Children System);
5. To attend meetings, child protection case conferences, reviews and core groups as felt appropriate by the Consultant Social Worker within the Team;
6. To receive regular supervision in accordance with Divisional guidelines;
7. To participate in training and staff development programmes as thought appropriate by the Line Manager;
8. To provide a service which is anti-discriminatory on grounds of race, sex, age, marital status, sexual orientation, disability, religion, nationality;
9. To work in accordance with the Division's Policies eg. Outdoor Pursuits Code of Practice;
10. To operate Health and Safety standards and procedures which comply with statutory requirements and the Division's policies and seek to ensure that others do likewise;
11. To undertake practical and activity based programmes with children and young people and their families in accordance with the intervention;
12. To participate in taking children / young people and their families on residential activities with other team members.
13. To bring to the attention of the Social Worker, Consultant Social Worker or Team and Performance Manager within the Rapid Intervention Response Team any immediate concerns regarding the safety of a child or young person;
14. To occasionally transport young people and their families;
15. To supervise contact as advised by the Line Manager;
16. To provide advice on budgeting, household tasks and shopping as agreed as part of the intervention;
17. To develop with other team members agreed aims and objectives of the team;

18. To undertake basic property and vehicle maintenance, maintenance of outdoor activity equipment and its stores.
19. To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document;

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## **PERSON SPECIFICATION**

**This Person Specification sets out the knowledge and/ or qualifications and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Possession of the Children and Young People Level 3 in Health and Social Care (QCF ) (or predecessor NVQ Level 3 in Caring for Children and Young People) or ability to achieve the QCF within 2 years of being allocated an assessor;</p> <p>A good standard of education;</p> <p>An understanding of the needs and issues relating to children and their families in providing an inclusive service;</p> <p>Knowledge of the legislation relating to working with children and their families.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>NVQ level 3 Caring for Children and Young People;</p> <p>Relevant training/ Qualification, e.g., Certificate in Welfare Studies, BTEC in Social Care;</p> <p>Basic ICT skills e.g knowledge of Windows based applications;</p> <p>Awareness of child protection issues;</p> <p>Awareness of child and adolescent development.</p> <p>Possess a full driving license with D1 &amp; D1E endorsements or other driving license that allows driving and carrying passengers in a 17 seat mini bus whilst towing a trailer.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website</p>
<b>EXPERIENCE</b>	<p>Relevant work experience in relation to working with children and families.</p>	<p>Experience of direct work with children young people and their families.</p>
<b>COMPETENCIES</b>		
<b>Working with Team Members</b>	<p>Builds lasting, positive &amp; supportive relationships based on trust.</p> <p>Recognises that all members of the team have a different skills and experience that can be drawn on.</p> <p><b>Contributes to a strong team spirit of shared responsibility and co-operation.</b></p>	

Communicating effectively	<p>Communicates clearly and concisely;</p> <p>Genuinely listens to others' views, openly considering what they are saying.</p>
Looking After the Service Users' Best Interests	<p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities;</p> <p>Supports and enables service users to make decisions.</p>
<b>Earning Service User Trust</b>	<p>Respects service users' individuality, feelings and beliefs, their rights to privacy and make choices;</p> <p><b>Prepares well for contact with service users to ensure productive interactions.</b></p>
Working with Change	<p>Has creative and different ideas about how to move things forward in service areas.</p>
Achieving Results	<p>Takes responsibility;</p> <p>Demonstrates professional competence and consistently delivers high-quality outcomes.</p>
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunities to progress;</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development.</p>
<b>Complying with Health and Safety (H &amp; S)</b>	<p>Is aware of all relevant H&amp;S procedures.</p> <p><b>Is aware of current and potential risks and hazards within the context of their duties.</b></p> <p>Puts measures in place that minimise risk of incidents.</p> <p>Always reports any risks or incidents to the correct people.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Requirement to travel independently throughout the Service Area.</p> <p>Enhanced Disclosure and Barring checks on appointment and at periodic intervals.</p> <p>Members of the Miskin Team will be required to work in a flexible and family supportive manner. This will require the post holder to work in a flexible manner outside normal office hours including before 9.00 a.m. after 5.00 p.m, during evenings, weekends and on occasions residential work.</p>