



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



**Pecyn
Gwybodaeth
i Ymgeiswyr**

**Candidate
Information
Pack**

JOB DESCRIPTION

We have an exciting opportunity in Rhondda Cynon Taf to join our Life Journey Team as a support worker who will work closely with Children's Social Workers providing life journey work for children and young people whose plan is adoption.

Post Reference Number: POST016778

Date of Job Description: AUGUST 2022

Version:

Grade	GRADE 5
Location	TY TREVITHICK & RHONDDA PRINCIPAL OFFICE
Group	COMMUNITY & CHILDREN'S SERVICES
Division	CHILDREN'S SERVICES
Department/Section	SAFEGUARDING AND SUPPORT
Team/Sub Section	LIFE JOURNEY TEAM
Responsible to	PRINCIPAL SOCIAL WORKER
Posts reporting to this post	NONE
DBS Required	YES/ENHANCED

Why work for Rhondda Cynon Taf Council?

- Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others. Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with

employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

Manager to complete

To assist in the provision of life journey work for children, working closely with the child's social worker, the senior practitioner for adoption in RCT and VVC regional co-ordinator for life journey work.

To safeguard and promote the wellbeing of vulnerable children and young people.

To work with children, families, carers and other agencies to ensure all the required information is available to enable the child and adopter to understand the child's life journey.

To main the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice.

What you will deliver:

1. To assist the regional life journey co-ordinator in the delivery of the national life journey work framework in the regional area ensuring that each child with a plan for adoption has clear life journey work arrangements in place to an appropriate quality at matching, prior to and post placement.
2. To assist in developing direct work materials in conjunction with regional colleagues which can be utilised across the region ensuring consistent quality practice.

3. To deliver individual life journey work support to children under the supervision and guidance of the allocated social worker, team manager and your line manager.
4. Preparing and engaging in professional supervision with your line manager;
5. Establishing and maintaining good working relationships with colleagues;
6. Identifying and addressing areas for development and training
7. To participate in training and staff development programmes as thought appropriate by the Line Manager;
8. Responsible for identified aspects within the care and support plans;
9. To undertake direct work with children and their families as directed by a Line Manager;
10. Attend inter-agency meetings and liaise with families and professionals when required.
11. To bring to the attention to the case accountable social worker and team manager any immediate concerns regarding the safety of a child or young person;
12. To transport young people and their families;
13. Ensuring that children and families are aware of the complaints procedures and advocacy services;
14. Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures
15. To be aware of and have an understanding of all relevant legislation, guidance, policy and procedures, practice guidelines and national standards including the All Wales Child Protection Procedures and RCT Council Policies and Procedures.
16. To adhere to health and safety legislation, relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/ommissions;

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a

child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

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.

PERSON SPECIFICATION

This Person Specification sets out the knowledge 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.

Knowledge / Education:

Experience:

Essential	Desirable
Essential	Desirable
Relevant work experience in relation to providing an inclusive service ... working with children and families	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

Welsh language skills:

Essential	Desirable
All awareness of the Law relating to children and families Welsh Language Level 1 <input checked="" type="checkbox"/>	NVQ Level 3 in Caring for Children and Young People Welsh Language Level 2 <input checked="" type="checkbox"/> Welsh Language Level 3 <input type="checkbox"/>

What skills you will use in the workplace:

Competency	Community & Social Care Competency Framework
Competency Areas	Competency behaviours and values
Working with Team Members Welsh Language Level 4 Welsh Language Level 5	Recognises that all team members have different skills and experiences that can be drawn on <input type="checkbox"/>
For details about the levels please refer to www.rctcbc.gov.uk/WelshSkills	Contributes to a strong team spirit of shared responsibility and co-operation
Communicating Effectively	Communicates clearly and concisely Genuinely listens to others' views, openly considering what they are saying
Looking After the Service Users Best Interests	Is able to look broadly at the options possible and works alongside the service users to seek out possibilities Supports and enables service users to make decisions

Earning Service Users Trust	Respect service user's individual, feelings and beliefs, their right to privacy and make choices
	Is honest and open with service users. Prepares well for contact with service users to ensure productive interactions
Working with Change	Has creative and different ideas about how to move things forward in the service areas
Achieving Results	Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information Demonstrates professional competence and consistently delivers high-quality outcomes
Encouraging Professional Development	Continually actively reviews their own development, identifying opportunities in progress Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experimental learning Participates in regular reviews and supervisions to identify goals and areas for development
Complying with Health & Safety	Is aware of current and potential risks and hazards within the context of their duties Puts measures in place and minimises risk of incidents

Special Conditions and Professional Requirements

Requirement to travel independently throughout Rhonda Cynon Taf

Enhanced Disclosure and Barring checks on appointment and at periodic intervals

To work in a family supportive manner which might include evenings and weekends.