**JOB DESCRIPTION**

**Job title:** Sessional Caseworker

**Service:** Friendship Works

**Hourly rate:** £17.50 per hour

**Hours:** Sessional

**Location:** London Head Office

**Responsible to:** Head of Service Delivery

**Key tasks and responsibilities:**
To establish and maintain supportive and effective mentoring relationships for vulnerable children and young people by:

1. Assessing children and families and providing ongoing support:

- To undertake assessments with children and their families that explores their interest and commitment to mentoring, the issues they are facing in their lives; the level of their need for support and gather relevant information to make a successful mentoring match. This will involve home visits to families and direct work with children and young people.
- To liaise with schools, statutory agencies and third sector organisations in order to accurately assess families as above.
- To attend meetings with external organisations when necessary.

2. Volunteer assessment, training, support and supervision:

- To assess volunteer mentors, conducting in-depth interviews, following up references, carrying out CRB checks and making home visits.
- To co-deliver core training for probationary volunteers.
- To co-facilitate volunteer support groups and additional training for volunteers.

3. Making and supporting new 'matches':

- To make appropriate matches between children and volunteer mentors based on your assessment of each family and volunteer.
- To manage a caseload of children and volunteers. This will include regular supervision with volunteers and on-going contact with children and parents.
- To hold review meetings with families and volunteers in order to evaluate the outcomes of the friendships.

4. Other tasks and responsibilities:

- To actively promote a child led approach within all aspects of service delivery

- To attend regular supervision meetings with the Head of Service Delivery and group supervision meetings with the rest of the team.
- To actively participate in a range of activities designed to gather evidence of the impact and outcomes for children and their families of having a mentor
- To keep clear and accurate case notes and other records and to provide reports and monitoring information as required.
- To participate in group events for volunteers, children and families (around 3-4 a year) and in other occasional activities such as fundraising events and anniversary celebrations for matches.
- To participate fully as a team member and to build good working relationships with colleagues.
- To continually strive towards delivering an excellent service and to take personal responsibility for finding ways to further improve and develop the work of the charity.

5. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

a) Being people focused
b) Reflecting a 'can do' approach
c) Striving for excellence in everything we do
d) Having mutual respect for everyone we work with, work for and support through our services

6. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

7. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

8. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

9. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

**Person Specification**

1. A relevant professional qualification (e.g. MA or diploma in counselling/psychotherapy, Degree or Diploma in Social Work, CQSW, Level 6 or above qualification in youth work), or

2. Extensive recent experience of working with children, young people and families

3. Knowledge and experience of child protection issues and procedures

4. A good understanding of child development and attachment and resilience theories

5. A working knowledge of Microsoft Office, e-mail and internet

6. The ability to provide effective supervision

7. Excellent organisational skills and experience of managing a busy workload effectively

8. Excellent communication skills both verbally and in writing

9. The ability to relate to people from a wide range of backgrounds and to adapt communication styles appropriately.

10. An understanding of and commitment to equal opportunities and diversity

11. A commitment to promoting and providing child led services

12.To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

a. Being people focused
b. Reflecting a 'can do' approach
c. Striving for excellence in everything we do
d. Having mutual respect for everyone we work with, work for and support through our services