

## **JOB DESCRIPTION**

**Job title:** Senior Practitioner (temporary maternity cover – secondment considered)

**Service:** Families Together Leeds

**Salary:** Grade 3 Point 24-28

**Hours:** 37 hours per week

**Location:** South Leeds, Cotingley Children's Centre – with frequent travel across Leeds

**Responsible to:** Service Manager

### **Summary of job:**

Family Action delivers the Families Together Leeds 0-19 Family Support Service across the city of Leeds. The service provides bespoke family support services using evidence-based approaches to improve outcomes for children, young people and their families. Families Together Leeds includes family support, group support and volunteer support elements within the service; we work with families in an engaging way, enabling families to achieve their goals as part of multi-agency statutory and early help plans, embracing the vision for one family, one lead worker and one plan.

Senior Practitioners have supervisory responsibility for a sub-team of Family Support Workers and a Group Facilitator. Senior Practitioners also hold a small caseload of more complex family support work and are expected to integrate all elements of our service to achieve best outcomes for families. You will share a commitment to embedding a one-team approach to providing operational oversight, ensuring casework is outcome-focused in response to need. You will provide a deputising role in the absence of the Service Manager and Volunteer Engagement Co-ordinator when necessary. You will demonstrate a strong commitment to the Leeds Practice Model and will ensure the key elements of the model, Re-Think Formulation, Leeds Practice Principles and Outcome-Focused Supervision are embedded into all aspects of service delivery.

The role will contribute to the delivery of the organisation's strategic aims to ensure Family Action is Stronger Than Ever and will model the organisation's and service's values, representing Family Action in a professional manner always.

### **Key tasks and responsibilities:**

1. To work with the Service Manager & lead and participate in casework allocations meetings, carry out regular casefile audits in line with Family Action Safeguarding Standards and oversee service user risk assessments and support plans to ensure that they meet recording standards, timescales and measurable outcomes.
2. To provide leadership, guidance and line management to Family Support Workers and Group Facilitators. To offer constructive feedback and challenge practice as required. To negotiate and manage conflict.

3. To be committed to providing an integrated one team approach to children, young people & their families with an aim to deliver effective services and interventions as part of the Early Help offer.
4. To carry a pro-rata allocated complex caseload that is responsive to geographic need across Leeds, that is risk assessed and enables children, young people and adults to access services and support according to need.
5. To provide support and advice to staff around safeguarding issues and work closely with the Service Manager on complex issues.
6. To authorise, write relevant reports for child protection conferences, and attend multi agency meetings as and when required. To support Family Support Workers to develop excellent report writing and presentation skills.
7. To support Family Support Workers with joint home visits as appropriate
8. To support lead workers in completing holistic assessments, outcomes-led plans, risk assessments and plans for group work.
9. To complete Quality Assurance observation and audits on 1:1 and group work to evidence best practice and identify provision shortfalls. To identify training needs for staff.
10. To monitor outcome tools and collate relevant data to support the Service Manager in delivering on KPI's as required and directed by the Operational and Service Manager. To write regular reports evidencing achievements and adhere to timeframes.
11. To be responsible for health and safety of Family Support Workers and Group Facilitators on a day to day basis.
12. To support Group Facilitators and Family Support Workers in delivering targeted group work. To ensure planned groups meet community changing needs.
13. To support the recruitment process and selection of appropriate staff.
14. To work together and with other organisations and agencies, including children's social work teams, in order to strengthen safe working practices for service users, in line with the Leeds Practice Model.

15. To maintain accurate case records and up-to-date case files using databases (i.e. In-Form, Mosaic) and in line with Family Action & Leeds city policies and procedures. To ensure information handling is compliant with GDPR law.
16. To coach, mentor and provide induction and support to Family Support Workers, Group Facilitators, students and volunteers.
17. To work in partnership with other locality Senior Practitioners to ensure consistent service delivery, share learning and build a network of support for self and staff.
18. To manage risk and safeguarding effectively; closely monitoring all higher risk cases and routinely updating the Service Manager and other agencies as needed.
19. To attend and when required to chair team meetings, to make a commitment to regular supervision, including the ability to be responsive to critical challenge, advice, feedback and direction.
20. To have an understanding and to comply with, Family Action's and Leeds's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
21. To deputise for the Service Manager and Volunteer Engagement Co-ordinator as and when required.
22. To work collaboratively and raise the profile of the service in the local area, in order to strengthen community resilience and capacity, and awareness of the ethos behind the Early Help model.
23. To share Family Action's vision for service user participation and co-production with children, young people and adults, and to work with the Service Manager to increase the opportunities for service users to influence and shape the way the service is designed, developed and delivered.
24. 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.
25. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
26. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required. To be able to travel within the city and occasionally outside of Leeds for training and networking opportunities.

## Person Specification

1. Educated to NVQ Level 4 or above in social work, health, education or equivalent experience and evidence of a commitment to continuing learning and professional development.
2. At least 2 years' experience in a leadership role and experience of staff management in a similar role. Experience of providing case management oversight and providing outcome-focused supervision to manage caseloads. Extensive experience of providing support to families, young people and children.
3. Proven ability of leading teams to a common vision and through times of change and transformation.
4. Experience of managing complex tasks and challenging deadlines. Good planning and organisational skills.
5. Skills, knowledge and aptitude for building and maintaining professional relationships with children, young people, colleagues, partners, volunteers & families.
6. Skills, knowledge and experience of using a range of different methods and models of working with children, young people, parents, carers and/or families and ability to support direct reports to use it effectively.
7. Good understanding of Statutory Services, Early Help and the Leeds Delivery Model and its elements, with a high focus on restorative practice.
8. High levels of understanding of the need to be proactive and persistent with complex families where there are multiple needs. In depth understanding of risks when working with complex cases and experience of managing the risk.
9. Extensive experience of report writing, evidencing impact and evaluating Family Support provision. Experience of collating, analysing various data.
10. Experience of representing organisation with professional credibility in multi – agency settings including Child Protection meetings.
11. To have a high level of experience of integrated, multi-agency working and within the role of Lead Professional whilst having the ability to collate and analyse information and to produce actions plans based on that information.
12. A good understanding of strengths-based conversations adopting a Think Family Approach to interventions.

13. An excellent awareness and understanding of safeguarding issues and an understanding of the importance of working within agency policy and local procedures.
14. Evidence of the ability to communicate, negotiate, engage and manage conflict and disagreement with staff teams, children, young people, parents, carers and/or families.
15. Experience of coaching, mentoring or supporting volunteers, students or peers.
16. Awareness and understanding of diversity and equal opportunities and a genuine commitment to anti-oppressive practice.
17. Confidence and competence in the use of IT including word-processing, managing an Outlook account and navigating electronic recording databases (i.e. In-form, Mosaic).
18. Access to a vehicle for work purposes that will enable the post holder to travel across the whole of the City of Leeds on a frequent basis.
19. The ability and willingness to work flexibly as required.
20. 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