



JOB DESCRIPTION

Job title: Special Guardian Services development worker
Service: PAC-UK (National Services)
Salary: Grade 3 Point 24 - 28 plus ILW
Hours: Part time 22.2 hours 3 days per week permanent contract
Location: Family Action Head Office, N1 7GR
Responsible to: PAC-UK National Service Lead

Summary of job:

Alongside PAC-UK's Special Guardian lead you will develop and deliver a range of services to adults and young people impacted by Special Guardianship - this includes counselling services, case work, advocacy, group work, maintaining and updating the information on a specialist website and advice line. The role will operate from Family Action Head Office and be delivered in accordance with relevant legislation, Family Action's policies and procedures and PAC-UK's strategic plan.

Essential Requirements:

1. You will need to be registered with a professional body such as Social Work England, HCPC, BACP or UKCP.
2. You will have experience of working directly with families impacted by Special Guardianship.
3. You will have experience and knowledge of SGO law and practice and work as part of a team to deliver the service.
4. Experience of working sensitively with confidential material.
5. You will be a dedicated and enthusiastic professional.
6. You will have strong communications skills and be able to deliver services to a high standard.
7. You will have experience in working with groups as well as individuals.
8. Good at building relationships with service users from a diverse range of backgrounds.
9. Computer literacy including Microsoft Office suite (incl. Outlook and Word), with ability to accurately input sensitive data electronically
10. Be able and have experience of delivering services remotely by Teams/Zoom or telephone.
11. Be aligned to our Family Action values – see below.

Key tasks and responsibilities:

1. To assist PAC-UK's Special Guardian Lead in developing and co-ordinating an advice, advocacy, counselling and group work programme for special guardians, special guardian birth parents and SGO adults and young people.
2. To deliver advice, guidance, support, counselling and group work to adults affected by Special Guardianship, including: birth relatives; special guardians and prospective special guardians and carers.



3. To have an active interest in working with people of different racial, ethnic and cultural backgrounds.
4. To set up and maintain accurate and factual written case records for all service users using our PAC-UK database and electronic/hard copy filing systems, also ensuring that all mandatory forms are completed.

Additionally:

5. To keep abreast of new developments in SGO legislation and practice and disseminate this information on our specialist website.
6. To remain familiar with PAC-UK's procedures and Family Action's policies and procedures.
7. To participate in relevant training and development events.
8. To participate in both the evaluation and monitoring of the service, and in planning future practice developments.
9. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
10. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work.
11. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being **people** focused
 - Reflecting a '**can do**' approach
 - Striving for **excellence** in everything we do
 - Having **mutual respect** for everyone we work with, work for and support through our services
12. Implement 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.
13. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
14. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.