

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| Job Title  **Family Coach – ICFA** | |  | | |
|  | |  | | |
| Department  **Family Work** | Team  Child Contact Services | | | |
|  |  | | | |
| Reports to (Job Title)  Service Manager | | | |  |
|  | | |  | |
| Responsible for (number of supervisees) 0 | Job Grade | | | |
|  |  | | | |
| Location  **Hybrid**  **Home and Office based**  **Covering Stafford/Stoke-on-Trent/Community Venues** | Contract Type  Commissioned  15 hrs per week | | | |
|  | |  | | |

**Purpose of the Job**

To provide direct work with children and their parents in line with the guidance provided by Cafcass.

**Main duties and responsibilities**

The job holder is required to:

* **To identify safeguarding concerns and to notify all child protection matters to the YMCA NS Safeguarding Panel and to take responsibility for the follow up of all decisions made in relation to your concerns, and to notify Children’s Services if appropriate.**

Case Work Duties:

To **act as an advocate and key worker** for cases referred:

* To maintain a minimum caseload (dependant on contracted hours)
* Participate in the development of a PWP following the process laid out by the organisation
* Be responsible for carrying out an agreed PWP for each case to include appropriate activities/interventions at suitable locations (YMCANS Family Centre, Community, Family Home)
* Regularly liaise with other professionals
* Observe time spent between children and their parent(s)/care giver
* To maintain case records including:
  1. Chronology
  2. Observed time with notes
  3. Phone calls
  4. Emails
  5. Messaging
  6. Formal reporting
* Maintain written notes, records and files which adhere to guidance provided by your line manager
* Where directed and following discussion with your line manager, attend court
* Be responsible for maintaining case files, ensuring all recording is up-to-date and accurate
* Work to achieve the aims and objectives of the project

**Administration and other duties**

* Report to the Service Manager (minimum) weekly
* Attend appropriate training and development events
* Attend team meetings and work as part of the YMCA Family Work Team
* Attend and prepare for monthly supervision sessions with your line manager
* Ensure all work is completed to meet all deadlines
* Undertake any other duties as directed by your line manager

**Other**

* Always comply fully with the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
* Undertake such other duties as may reasonably be required.

**Positive Development Assets:**

These assets are protective factors that have been consistently shown, by research, to buffer children and Young People (YP) from risk. The more assets a child/YP has the higher probability they will not be involved in negative behaviours. YMCA North Staffordshire works to promote the 40 Developmental Assets:

<https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>

As a member of staff working for YMCA NS you will promote/recognise:

* A positive home environment where appropriate
* Positive communication
* Positive role models and adults who can be a positive influence in the life of a YP
* YP should feel valued, safe and be able to work towards contributing to their community

You will understand:

* What drives children/YP and what challenges they face
* How to support families, children and YP to overcome these challenges
* How to build resilience in families
* How to develop:
  + A positive identity
  + Improved self-esteem
  + A sense of purpose
  + A positive view of their future
* Health and safety is a key aspect of all jobs and it is vital that everyone takes responsibility for promoting the health, safety and security of themselves, clients and colleagues.
* To attend appropriate training and development events
* To attend team meetings and work as part of the Family Work Team
* To attend and prepare for supervision sessions
* To ensure all work is completed to meet all deadlines
* All staff are expected to demonstrate YMCA behaviours and values
* Staff are required to effectively contribute to their Personal Growth and Development Plan.

**Person Specification**

We have described below the range of qualifications, experience, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify training/development needs once in post. We aim to recruit individuals who largely satisfy these criteria. Shortlisted candidates will need to demonstrate how they meet the essential criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Family Coach – ICFA | **Service:** | YMCA North Staffordshire – Family work team |

|  |  |  |
| --- | --- | --- |
|  | **Essential/**  **Desirable**  **Criteria** | **Key for Assessment** |
| **Qualifications** |  |  |
| NVQ Level 3 in Child Care or Health and Social Care or equivalent qualification in conflict management. | **E** | **A/Q** |
| Qualification in Social Work, Psychology, Early Years, Social Care, Youth Work, Working with Children and families | **D** | **A/Q** |
| Additional relevant training and/or experience (e.g. mediation, Cafcass, Family Support or PTFC) | **D** | **A/Q** |
| **Experience** |  |  |
| Direct work with parents and children | **E** | **A/I** |
| Experience of carrying out case work and assessments | **E** | **A//I** |
| Writing professional or official documents/reports | **E** | **A/I** |
| I.T skills (for example working with databases; spreadsheets and word processing programmes) | **E** | **A/I** |
| Dealing with sensitive and confidential information | **D** | **A/I** |
| Work within the voluntary sector | **D** | **A/I** |
| **Knowledge** |  |  |
| I.T knowledge, word processing, e-mail, spreadsheets. Database, presentations, internet and monitoring systems | **D** | **A/I** |
| Knowledge of the Children Act, Private law proceedings, Cafcass, mental health, parenting, domestic abuse, separation, divorce and family law | **D** | **A/I** |
| Knowledge and understanding of mental health, child development, attachment, parenting, domestic abuse, separation and divorce and family law | **D** | **A/I** |
| Understanding of family dynamics and the impact on children and parents of family separation including parental alienation and implacable hostility | **D** | **A/I** |
| Knowledge of safeguarding children, child protection and understanding of risk | **D** | **A/I** |
| **Skills/Attributes** |  |  |
| Able to produce written work which is factual, grammatically correct and professionally produced within time frames | **E** | **A/I** |
| Able to observe family interaction and report accurately with analysis | **E** | **A/I** |
| Ability to communicate and work effectively with a wide range of people | **E** | **A/I** |
| Ability to build positive relationships with children and adults, including with those who are reluctant to engage in services | **E** | **A/I** |
| Ability to plan, prioritise and meet deadlines | **E** | **A/I** |
| Ability to anticipate, diffuse and manage conflict and deal sensitively with people under stress | **E** | **A/I** |
| **Role requirements** |  |  |
| Able to demonstrate an understanding of safeguarding as it relates to the Service | **E** | **A/I** |
| Available to work flexibly in accordance to the needs of the role and unsociable hours (evenings and weekends) | **E** | **A/I** |
| Ability to carry out work alone and use own initiative as well as work as a team and contribute to development | **E** | **A/I** |
| To comply with all Health & Safety Policies and Procedures, including risk assessments | **E** | **A/I** |
| Commitment to meet individual, team and business plan goals and objectives | **E** | **A/I** |
| Contribute and respond to the monitoring of own work via supervision | **E** | **A/I** |
| Membership of relevant Professional Bodies i.e. HCPC | **D** | **A/I** |
| Current car driving license available for work with business insurance to enable work on different sites  (Class 1 business use insurance essential for vehicle users) | **D** | **A/I** |

A – Application form, Q – Qualification Certificates, I - Interview

**Date produced: March 2024**