

JOB DESCRIPTION

Job Title: Family Time Worker

Directorate & Section/Unit: Children's Services

Reporting to: Family Time Coordinator – Family Time Team

Responsible for: N/A

Salary Grade: Scale 4

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- The family time worker will be responsible for facilitating high quality contact between children, who are looked after by the Local Authority, or children who are the subject of an Adoption and Special Guardianship Support Plan where supervised contact is part of the child's plan. The post holder will work within the child's plan, facilitating and coordinating all aspects of supervised contact.
- The family time worker will supervise family time between children and their parents, siblings and/or other relatives were required.
- To assist in the promotion of the welfare of the children and their families.
- Family Contact Workers will be required to work in a variety of settings.
- This post requires the post holder to work flexibly and to undertake some work outside of normal office hours and/or at weekends

Main Activities & Responsibilities:

Each contact worker will have the following responsibilities and activities withing their day-to-day role:

- Hold a caseload of cases where family time is required.
- Identify an appropriate venue for contact, and coordinate the arrangements for that contact to take place
- Objectively observe and record the interactions between children and their significant others. Providing supervision for children ensuring that they are in a safe, protective environment.
- Undertake any duties as they relate to a weekly team duty rota, and as directed by the Family Time Coordinator, or any Manager within the Safeguarding Service.
- During contact promote and create a child centred approach to parenting at the child's age and stage of development.
- Offer parenting support and advice during supervised contact session.
- Transport children to and from supervised contact venues as and when required.
- Ensure appropriate equipment and stimulation are provided during the contact session.

- Write clear and objective reports, which will be used as part of the ongoing assessment post care proceedings, following each supervised contact session.
- Liaise closely with the child/children's Social Worker to ensure effective communication of information.
- Work in line with the policies and procedures of Worcestershire County Council and legislative requirements.
- To work flexibly based on the needs of children and families and undertake work outside of normal office hours and at weekends **as per a rota**.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers

Additional Information:

- This post is politically restricted under the terms of the Local Government and Housing Act 1989
- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Maria White

Date: May 2025
Date of grading confirmation: 13/05/2025

PERSON SPECIFICATION

Job Title: Family Time Worker

Directorate & Section/Unit: Children's Services

Salary Grade: Scale 4

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

- Considerable experience of working with children and families.
- Demonstrable experience working to improve outcomes for children.
- Demonstrable experience working alongside partner agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- An understanding of Child Development.
- An understanding relevant legislation related to working with children and families.
- Good observational skills.
- Ability to undertake and articulate assessments of the circumstances in a family.
- Ability to work on own initiative.
- Ability to work flexibly.
- Ability to write reports and letters.
- Ability to work in a range of settings.
- Ability to manage the responsibility for own Health & Safety and capacity with regard to some working/out of hours work.
- Information technology skills.

It is **desirable** that the post holder has:

- Knowledge of Child Protection Procedures.
- Knowledge of delivery of parenting skills with adults and their children.
- A knowledge of Microsoft 'Outlook' and 'Framework-i' or other electronic casework system.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Level 2 education qualification or equivalent experience.

It is **desirable** that the post holder has:

- NVQ3 or equivalent in Childcare, Social Work, or other relevant discipline.
- First Aid Training.
- Knowledge of equality and diversity
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Ability to travel throughout the County.
- Commitment to equal opportunities.

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