

BRIGHTON & HOVE CITY COUNCIL JIN 4565

**JOB DESCRIPTION**

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| **JOB TITLE:** | Family Hub Social Worker |
| **REPORTS TO:** | Family Hub Practice Manager |
| **DEPARTMENT:** | Families, Children and Learning |
| **SECTION:** | Family Hubs |

PURPOSE OF JOB

To undertake social work duties by supporting the delivery of family hubs including working with complex Tier 3 families using relationship based practice.

To supervise all aspects of work undertaken by Family Hub Connectors ensuring oversight of front line practice and the management of risk.

To be part of the Family Hubs service, coordinating and delivering whole family support for families facing multiple-disadvantage on tier 3 of the threshold document to enable them to achieve positive outcomes including against the Supporting Families 10 outcome areas.

Lead responsibility for identified thematic areas within the Family Hub strategy and service offer.

PRINCIPAL RESPONSIBILITIES

1. Where appropriate managing a caseload and being the key worker for families and individuals who are facing multiple challenges.
2. Assessing need and planning and delivering appropriate responses.
3. To undertake the supervision of Family Hub Connectors, including supporting the induction process and provide documented casework supervision analysing risk and monitoring positive outcomes for children, young people and families.
4. Support team members to work effectively with and share information with the wider Family Hub team in line with the Information Sharing protocol.
5. Consider risk and protection factors relating to children and young people and their home situation, advising the Practice Manager of concerns or changes.
6. Keep oversight and auditing of open cases within own supervision area.
7. Lead for specialist thematic areas undertaking continued specialist training and relevant research within the given specialism and disseminate this information to the Family Hub professionals through the delivery of team around the worker, team training and regular updates at team meetings.
8. Provide group supervision related to the specialism ensuring staff have specific knowledge, skills and confidence to deliver this area of work.
9. Work as part of the Family Hub Pod to provide duty function and work alongside the front door for families to triage cases.
10. Deliver support against the Supporting Families outcomes framework.
11. Set up and maintain detailed case files with properly documented correspondence and evidence of decision-making processes and statutory safeguarding actions using the case management system.
12. Chair and facilitate multi agency meetings to agree and review plans with the family.
13. Where necessary provide evidence sources for court preparation and attend court hearings.
14. Link closely with other members of the Family Hub, wider children’s services and other key agencies, where relevant, and ensure that family members identified as requiring additional support, are referred on accordingly.
15. Working in partnership with professionals in the Family Hub Network to deliver accessible and effective services, empowering parents and carers to develop and maintain safe parenting practices making positive change.
16. Maintenance of knowledge of relevant legislation, departmental and corporate policies and procedures relating to looked after children, children in need and child protection, to achieve a high quality of service delivery.
17. Ensure that all work with children, young people and families promotes positive relationships and meets the requirements of the Corporate Plan, Family Hubs Service Plan, and Team Plans as well as the values of Brighton and Hove City Council and relationship-based practice.
18. Participate in meetings necessary for the effective safeguarding of children and young people, including group supervision and Reflective Practice Groups.
19. Participation in continuing professional development opportunities and contribution to the development of good social work practice across the service..

**GENERAL ACCOUNTABILITIES**

To ensure that all operations in their area of responsibility are conducted according to the provisions of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all relevant legislation and the council’s Health and Safety Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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**PERSON SPECIFICATION**

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| **REPORTS TO:** | Family Hub Practice Manager |
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| **SECTION:** | Family Hubs |

**ESSENTIAL CRITERIA**

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| **Job Related Education, Qualifications and Knowledge** | * Professional Social Work Qualification, e.g. CQSW, Dip(SW), MSW * Registered as a Social Worker with the Health and Care Professionals Council * Knowledge of Child Care legislation; Working Together and other relevant DofE guidance * Understanding of Child Protection policies, procedures and practices * Demonstrates capabilities at ‘Social Worker’ level of Professional Capabilities Framework * Knowledge of national strategies including Family Hubs, Start for Life and Supporting families |
| **Experience** | * Evidence of direct work with children, young people and their families * Evidence of effective multi-disciplinary service delivery to children in need and their families * Experience of supervising staff providing Early Help to families, supporting staff to provide alternative strategies to facilitate change * Experience of working in partnership with a range of partners/agencies with differing agendas and objectives and ensuring positive relations and ensuring positive outcomes for families |

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| **Skills / Abilities** | * Ability to assess children and families in relation to their need for support and/or protection from harm * Ability to communicate clearly and to provide intelligible, comprehensive and detailed reports and recording as well able to engage with families and other professionals * Ability to use evidence and research to inform practice and decision-making * Ability to use relationships and systemic thinking to affect change for children and families * Ability to deliver informal training and share specialist skills updates to colleagues * Proven ability in using negotiation and problem-solving skills in a multi-agency and multi-disciplinary setting |
| **Equalities** | * To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the council’s Equalities Policy * Commitment to developing inclusive and accessible services and anti-discriminatory practice * Commitment to equal opportunities and the ability to ensure staff are aware of the requirement to deliver non-discriminatory services and promote greater equity for disadvantaged groups |
| **Other requirements** | To ensure compliance with Data Protection and Confidentiality legislation and protocols |

**This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Criminal Records Bureau Disclosure check**.

**You must hold a current Certificate of Registration with the GSCC to be employed by us in any role requiring a Social Work Qualification**.