

Job Description & Person Specification

Families First – Looked After Children Services

Team Coordinator Adoption & Kinship

*So what gives
our organisation
its personality?*

We do...



<i>Families First Looked After Children Services</i>		
Post Title	Grade	Date
Team Co-ordinator Adoption & Kinship	10	December 2016

Reporting Relationships

Responsible to: Team Manager, Adoption or Adoption & Permanency Support

Staffordshire County Council's Vision - Is for a connected Staffordshire, where everyone has the opportunity to prosper, be healthy and happy.

The Outcomes - The people of Staffordshire will:

- Be able to access more good jobs and feel the benefit of economic growth
- Be healthier and more independent
- Feel safer, happier and more supported in and by their community

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens. We are at the start of a significant transformation agenda to improve the way we ensure positive outcomes for all of the communities and citizens of Staffordshire, working in partnership with all public sector organisations across the County.

Vision Statement for Families First

'To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities'.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families' services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

Purpose and values of working with children and families

Families First works closely with partner organisations and our approach is built on the firm foundations of an integrated 'team around the family'. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child's future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

Our Core Purpose – What we do to help vulnerable children and young people in Staffordshire:

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children's needs are best met within their own family and community, where this is safe to do so.

We'll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

- Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people's needs and that their views are built into the design and delivery of services from the outset.

We will know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

- Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We will know we have succeeded when we have evidence to show that shared outcomes have been achieved.

Looked After Children Services

The Service's function is to ensure that all Staffordshire's Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

Key Accountabilities:

The Team Coordinator will work in accordance with the aims and objectives of Staffordshire County Council, the Local Safeguarding Board and the principles of the Children Act.

The Team Co-ordinator will carry out a range of team coordination and Senior Practitioner social work tasks as allocated by the Team Manager.

Key tasks of the role will include:

1. Where required, hold and manage a small complex caseload, prioritising all work in accordance with Families First Policies and Procedures, budgets and all relevant legislation.
2. Under the direction of the Team Manager, ensuring the effective allocation of work and referrals, including where appropriate the coordination of the duty service.
3. Undertaking a lead role within the team for the coordination and management of individual and team performance to ensure that services are delivered in accordance with statutory duties and quality standards, performance measures and indicators including those in the Looked After Services business plan.
4. Provide direct line management and supervision to an agreed cohort of team members Social Workers and Family Support Workers.
5. Take on lead responsibility for a key area or areas of team activity such as, for example, Permanency Tracking, Family Finding, Maintenance and Disruption Meetings, Adoption Support Fund Applications, Support Group Development etc.
6. Support the Team Manager in the maintenance of positive working relationships with partners including Safeguarding Service and Looked After Children's teams to ensure timely and effective outcomes.
7. Participating in regular supervision and consultation with the Team Manager and to ensure that they are always made aware of significant issues in respect of children, their families and/or carers.
8. Develop and maintain effective relationships with all relevant partners and agencies in order to achieve the best outcomes for children including contribution to the Regional Adoption Partnership.

9. Participate, where required, in the formulation of new initiatives and policy across the Families First as appropriate.
10. Attend and contribute to training courses as agreed with line manager to ensure personal development is maintained in accordance with the requirements of the Health and Care Professions Council.
11. Supervise and support the professional development of social work students and non-social work qualified staff on the team where appropriate.
- 11 Co-working cases with less experienced/non social work qualified members of the team and to take responsibility as part of that process for sharing knowledge and developing their learning.
- 13 Work with the Team Manager to ensure the voice and needs of children, young people, parents and carers are at the forefront of team working.
- 14 Flexibility to work at any other location, as and when required.
- 15 Availability to work out of hours, evenings and weekends.
- 16 Deputise for the Team Manager as appropriate.
- 17 Any other duties commensurate with the grading and nature of the post.

Professional Accountabilities

Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

Financial Management

- Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- Participation and contribution in the Personal Performance Review process.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

Safeguarding

- To be committed to safe guarding and promoting the welfare of children and young people/vulnerable adults.

The content of this job description and person specification will be reviewed on an annual basis in line with the Directorate's training and development review policy.

Person Specification

A = Assessed at Application
I = Assessed at Interview

Minimum Criteria for Two Ticks *	Criteria	Measured by
 	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • CQSW/DipSW or equivalent. • Registration with the HCPC. • Willing to study for management qualification. • Evidence of continuous development through PQ/practice teaching award/research based practice. 	<p>A A I A</p>
   	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Substantial PQ experience, primarily in services for children and families. • Experience of direct supervision of staff. • Detailed understanding of the Children Act and its context. • Working knowledge of personnel, finance, budgets and health and safety issues. • Working knowledge of policy and procedures in relation to the care and protection of children. • Working knowledge of assessment procedures and planning processes. 	<p>A/I A/I A/I A/I A/I</p>
 	<p>Skills</p> <ul style="list-style-type: none"> • Competent user of information technology and computerised information systems. • Ability to lead, motivate and develop a team, working across organizational boundaries. • High level inter-personal skills, including the ability to develop effective working relationships and promote good customer care. • Excellent communication skills, both verbally and written. Postholder will need to liaise with staff within and outside of the agency at all levels and prepare high quality written work. • Ability to make sound judgements based on analysis of the relevant facts. • Excellent time-management skills with proven ability to prioritise work, meet deadlines and maintain effective organisational systems. • Holder of current and valid driving licence/able to travel to meet the needs of the service. 	<p>A/I A/I A/I A/I A/I A/I</p>



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
HRSSC Recruitment Team on 01785 276480

The Behaviour Framework relating to this role is: **Role Type B**