

## **JOB DESCRIPTION**

**Title:** Placement and Family Support Worker

**Reports to:** Community Director

**Other key relationships:** Senior Management Team  
Clinical Team  
Key workers  
Clinical Case Administrators  
Office Manager  
UKCP

**Location:** Greenfields House, Tenterden, Kent

### **Context:**

Childhood First seeks to offer the highest possible quality of care, education and treatment for children and young people who have suffered severe emotional trauma, together with expert support for their families, carers and associated professionals.

All of the services we offer are informed by our understanding of, and expertise in, the psychodynamics of relationships and of groups. Within the psychodynamic spectrum, our approach is outlined in our document Integrated Systemic Therapy.

Childhood First works in partnership with relevant agencies - local authorities, children's services, CAMHSs, primary care and mental health trusts, professional bodies, research departments, voluntary providers - to understand and support the mental and emotional health of traumatised children, and in particular looked after children with complex needs.

### **Purpose:**

Placement and Family Support (PFS) Work is a vital function in supporting each child in placement.

The role of the PFS worker is to directly support, maintain and develop the network around the child, liaising, building relationships and communicating between multiple agencies and multi-disciplinary roles.

These include:

- The local authority
- Social workers
- Family members
- carers and significant others
- the child in placement

The PFS Worker will attend to the relationships within this network, supporting the understanding of those external to the community in the process of developing the child's care, education and treatment plan and therefore at all times representing the best interest of the child.

Within the community, the role is closely linked with each child in placement and will closely work with the Community Director, and senior management team to ensure that it meets the therapeutic and educational needs and interests of each child. This will necessarily include working closely with professionals and developing their expertise in a psychoanalytic-systemic approach to care, education and treatment.

The PFS Worker will be able to exercise and demonstrate a dynamic understanding of them self in relationship with others. Offering children, families and professional networks thoughtful support that will demonstrate a respectful understanding of:

- the sensitive nature of engaging with and working with parents, carers, relatives and significant others
- the sophisticated levels of thinking/practice in existence at the therapeutic centre
- the complex nature of multi-disciplinary working practice promoting positive collaborative network relations
- Social care and safeguarding policy and procedures

### **General Responsibilities:**

- Contribute appropriately to ensuring the safeguarding of all children and the compliance of practice with all relevant legislation
- Contribute to the development and delivery of high quality network-based treatment, within a psychodynamic-systemic framework, in accordance with the aims, objectives and standards of the Childhood First Treatment Methodology

- Co-ordinate contact arrangements, linking with networks and families in a manner which is integrated with the community's existing relationship and contribute to and develop its professional effectiveness
- Ensure that contact visits and interactions are appropriately recorded and contribute to the assessment, planning, transitions and outcomes for each child in order for appropriate support packages are designed to help family networks positively support the child's placement.
- Where appropriate, to assist in the development of healthy, reparative relationships between the child and its family and carers can be met
- Ensure that plans for the process of assessment, co-ordination and delivery of placement and family support and transition plans are developed and managed on a day to day basis to agreed standards
- Work to establish, maintain and provide 'circles of containment' around each child and the adults involved in their life
- Contribute to thinking about the further development of the Placement & Family Support Service in consultation with CFMG and IEB.
- To work within a culture where the highest levels of professionalism are demonstrated, with particular attention to personal boundaries and the fulfilment of responsibilities
- Ensure that children have the opportunity to participate appropriately in decisions relating to their placement, family support and transition plans

### **Main duties:**

#### **Service Delivery**

- Manage and coordinate all contact visits in relation to the child and their network
- Ensure assessment and recording of all contact sessions are completed and collated and information sharing disseminated appropriately having regard to confidentiality and GDPR
- Contribute to the process of assessing potential referrals and transitions
- Contribute to the holistic assessment of needs of children, families and networks
- Devise and develop tailored packages of support based on assessment
- Develop and review placement, family support and transition plans regularly

- Provide support and consultation to professional network to assist with the thinking about current and future needs:
  - **this will include:** keyworkers and other case management or treatment professionals within placement, social workers, teachers, independent reviewing officers (IRO), local authority workers, health professionals etc.
  - **and may include:** psychiatrists, educational psychologists, independent advocates, guardian ad litem, independent visitors, fostering agencies, foster carers and any other professionals within the network
- Provide direct individual/group support, skills training and consultation to parents, carers and significant others- this includes relationship building, parenting skills and family support
- To convene and facilitate as required regular network meetings and progress meetings attending to the professional network, family network, child/family
- Attend as required professional meetings which contribute and represent a placement & family support perspective including for the purpose of referral, placement planning, Care, Education and Treatment meetings, clinical/business groups, education, LAC reviews, transition and leaving care pathway plans
- Provide written reports and maintain accurate records using existing and developing systems

### **Quality assurance**

- To follow all CF policies and procedures
- To ensure that all complaints are managed in line with policy and procedures
- To use CHF reporting systems to required standards
- To develop, and maintain constructive communication and liaison with communities, families and networks
- To provide timely information for line management information systems.
- To contribute to ensuring data and practice is effectively recorded and evaluated

### **Training and Personal Development**

- To actively participate in dynamic, group and individual supervision meetings
- To attend business meetings as required
- To attend training as required

- To contribute to the development of training and evaluation of the PFS service as required

### **General**

- Undertake additional tasks as required.
- Work closely and cooperatively with staff across Childhood First, in accordance with the charity's values.
- To undertake any other related duties as may, from time to time, or as specified by the Community Director.

**Person specification**

**Title: Placement & Family Support Worker**

	Essential	Desirable
EDUCATION & QUALIFICATIONS	<p>Level 3 qualification or substantial work experience related to social care, social work, family support or early help</p> <p>Demonstrable commitment to continual professional development and willingness to undertake further study</p>	<p>Training in Psychosocial Care, psychoanalytic/psychodynamic/systemic therapies.</p> <p>Training involving Child Mental Health</p>
EXPERIENCE	<p>Experience of work with children, adolescents and families</p> <p>Experiences of work in the social care, social work sector working with social workers and local authorities</p> <p>Experience at the interface between the various sectors involved in care, treatment and support of those affected by psychosocial deprivation, loss trauma or abuse</p>	<p>Experience within a residential therapeutic community or children’s home</p> <p>Experience within a local authority child and family service or CAMHS</p>

<p>SKILLS AND ABILITIES</p>	<p>Able to work under pressure, contain and manage own stress, and maintain appropriate personal and professional boundaries</p> <p>Able to advise, support and contribute to the development of collaborative working relations at all levels both professional and familial</p> <p>Able to communicate at all levels using strong written and verbal communication skills</p> <p>Ability to collect and analyse qualitative data and consistent record keeping</p> <p>Ability to work in/with teams</p> <p>Ability to work independently</p> <p>Full driving license*</p>	<p>Able to represent Childhood First with authority in the wider public, statutory and professional spheres</p> <p>Relevant IT Skills</p>
	<p>Essential</p>	<p>Desirable</p>
<p>KNOWLEDGE</p>	<p>Sound understanding and working knowledge of statutory and legal frameworks in subjects</p> <p>Knowledge on parenting skills and relationship building</p> <p>Knowledge and commitment to anti-discriminatory organisational and professional practice</p>	<p>Appropriate understanding of psychodynamic principles, practice and processes especially as applied to institutions and individuals working with distressed and traumatised children</p>

OTHER	<p>Able to accept and assimilate support and advice from managers, peers, colleagues and consultants</p> <p>Commitment to the vision, mission and values of Childhood First</p>	<p>In order to comply with The National Minimum Standards for Children’s Homes all care staff must be at least 18 years old. No person may work in a children’s home unless they are at least 4 years older than the eldest child accommodated.</p>
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\* Reasonable adjustments for disabled applicants will be considered

## **Further information**

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider as well as the benefits package we typically offer.

## **Hours of Work**

37.5 hours per week, Monday to Friday.

## **Holidays**

The post attracts 25 days plus 8 bank holidays per annum in a holiday year (April to March).

## **Pensions**

You will be automatically enrolled in to the Childhood First Group Personal Pension Scheme pension at the minimum employee contribution as set by legislation or scheme rules (whichever is the higher) when you meet the criteria set by pension legislation.

You may increase your pension contribution to any percentage you choose. The organisation will match your contributions to a maximum of 6%.

## **Help with health costs**

We provide a 'health cash back scheme' via an insurance provider. If you incur every day medical costs such as dentist check-ups, eye checks, physiotherapy you can submit receipts to the provider and get some money back. The scheme offers around £60 a year for each of the medical cost types.

## **Life Assurance**

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

## **Safeguarding Children**

Information for employment candidates Safeguarding and Promoting Welfare

Childhood First is committed at every level to safeguarding and promoting children's welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children's health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

### Working together to Safeguard Children 2018

All Childhood First policies are written in accordance with the relevant key legislation. The child protection policy is written with particular reference to Working Together to Safeguard Children 2018. This consists of statutory guidance (part 1) and non-statutory guidance (part 2) and all Directors in the organisation are aware of the importance of this document and guided to use it with their staff teams.

### Accountability

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Residential Services Director, who reports to the Chief Executive. The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Child Protection concerns to their line manager or somebody higher. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or their deputies) to instigate a Child Protection investigation where necessary and to ensure that all the necessary people are informed. This will include the child's social worker and parents; the police if necessary; the Local safeguarding Children Board (of the appropriate area) where the alleged abuser works with children.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children. All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children.

### Inter-agency working

Childhood First is committed to working in partnership with local authorities and other agencies to prevent and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and child protection. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Child Protection training commensurate with their role. All induction training includes Child Protection.

Events and Notifications under Regulation 40 of Children's Homes Regulations are sent to Ofsted as well as to the Compliance and Performance Director, ( copied to Chief Executive and (Responsible Person)) and the organisation's designated safeguarding lead.

All concerns of a Child Protection nature will be referred by the Registered Manager/Director to the Local Authority Children's Social care team.

### Local Children's Safeguarding Boards

Local Children's Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed. They are particular concerned with children who are vulnerable to abuse in the ways the children we work with are.

### Recruitment and HR procedures

Childhood First has comprehensive recruitment and selection procedures; supervision and appraisal, disciplinary and whistleblowing procedures which must be complied with at all times.

### Training

All staff members undertake appropriate Child Protection training starting at basic induction, and including refresher training at regular intervals.

## **Recruitment of Ex-offenders**

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for working with vulnerable children, Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Because of the nature of our work Enhanced Disclosure is required for most positions. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Foundation, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. We will only request information about 'spent' convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
8. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

**Disqualification For Caring for Children Regulations 1991  
The Children (Protection From Offenders) (Miscellaneous Amendments) Regulations 1997**

These regulations set out the conditions under which an individual can become disqualified for caring for children. No person disqualified from caring for children is permitted to work with children without written consent from the Secretary of State. In addition to our own checks about whether employees are disqualified we also require a declaration from individuals who are invited for interview that they have not been disqualified.

The conditions which would disqualify an individual include:

- being convicted of or cautioned for certain offences. A list of the offences (known as Schedule 2) is available from Childhood First.
- circumstances where a child of the individual has been the subject of a care order, or where an order has been made to remove a child from the individual's care or to prevent a child living with the individual
- where an individual has been involved with a home which has been removed from the register, or refused registration
- where an individual has been prohibited from being a private foster parent, has been removed from the register of child minders or day care providers or has had such registration refused