

## **JOB DESCRIPTION**

<b>Job title:</b>	Intensive Family Caseworker
<b>Salary:</b>	£23,000 - £26,000 (pro-rata if part-time)
<b>Location:</b>	Swale, Gravesham, Canterbury and Thanet
<b>Responsible to:</b>	Employment Support Service Manager
<b>Hours:</b>	Full-time or part-time available

### **Job Summary**

The aim of this service is to provide intensive support to whole families to address the familial, social, and psychological barriers to employment. Using the Kent Supporting Families Outcome Framework, the Intensive Family Caseworker will work robustly and creatively to develop an action plan, co-ordinating multi-agency needs-led support to overcome barriers and improve outcomes for the whole family.

They will give practical hands-on support using a pro-active and challenging approach to enable families to build on strengths and promote family resilience that can sustain positive outcomes.

The Service will work alongside partners such as the Early Help and Preventative Services provision within Kent County Council.

The post holder should be prepared to work alone, often in families' homes and have an ability to respond quickly to changing needs and circumstances; this may include travelling to other service areas, and early mornings, evening, and weekend work.

### **Key Responsibilities**

1. To provide a consistent, reliable and outcome focused support service to a caseload of families with an adult(s) identified as requiring additional support to secure employment.
2. Through maximum involvement of family members, undertake a family assessment (focused on employment) and develop a clear set of objectives and targeted outcomes.
3. To monitor the outcome plan, ensuring the actions are being met in a timely manner.
4. To establish and maintain effective multi-agency links with the key partner agencies in order to promote an integrated and joined up approach to working with families.
5. To develop and deliver programmes of support and promote employability skills (e.g. CV writing, self-esteem building, job search skills)
6. To be alert to safeguarding issues within a family, raising these with a line manager and safeguarding lead as well as raising immediate concerns with the Front Door.
7. To support and enable families to exit the service successfully.
8. To attend and participate in all relevant multi-agency meetings, professional's meetings, case conferences, panels, and relevant neighbourhood meetings, and prepare detailed reports as required.
9. To develop excellent relationships with a range of staff across Early Help, Adult and Children's Services as well as with non-statutory partner agencies.
10. To maintain accurate and timely records that demonstrate good practice.
11. To participate in specialist training, as identified by the line manager, and facilitate intervention programmes when required.

**Professional responsibilities:**

1. To participate as a member of the Salus staff team, being available for meetings when required
2. To develop and maintain effective working relationships with colleagues within the team, local area and organisation.
3. To receive line management and supervision as agreed with the line manager.
4. To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager and Enterprise and Quality Manager.
5. To develop and maintain appropriate boundaries of confidentiality with service users and professional colleagues within Salus and from other organisations.
6. To maintain high standards of professional integrity and respect for others.
7. To ensure continuous self-development through training, supervision, and other appropriate means.
8. Any other duties which may reasonably be required by the Salus Management Team.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibilities appropriate to the grading of the post.

## Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualifications to diploma level or above in a relevant area e.g. social work, probation, nursing, youth offending, education and welfare, substance misuse, housing, community development	Educated to degree level or above, or with a relevant professional qualification or experience
SKILLS AND EXPERIENCE	<p>Relevant experience in working successfully to build relationships and challenge behaviour with families with multiple needs</p> <p>Experience of community-based lone working</p> <p>Excellent inter-personal and communication skills</p> <p>Able to model solution focused thinking</p> <p>Good understanding of agencies and support available for families in Kent</p> <p>Able to work with families to overcome barriers to employment</p> <p>Good standard of ICT skills</p>	<p>Experience of appropriately challenging services and systems that create barriers for families</p> <p>Experience in developing the employability skills of individuals</p> <p>Experience in a substance misuse, mental health, offending or children's service setting</p> <p>Proven mediation and facilitation skills</p>
KNOWLEDGE	<p>Knowledge of the 'Think Family' approach</p> <p>Up to date knowledge of benefits, child development, national policy and legislation related to young people and families</p> <p>An understanding of the needs of disaffected and social excluded families</p> <p>An understanding of Safeguarding and Data Protection legislation</p>	
ATTRIBUTES	<p>An ability to remain calm whilst working under pressure and within tight timescales on sensitive and confidential issues</p> <p>To be creative and proactive, able to use initiative and make sound judgements</p> <p>An ability to deal with a number of tasks at once and to be flexible with work routines</p> <p>An ability to actively engage families through a variety of methods</p> <p>To be able to work effectively as part of a team</p> <p>Ability to work early mornings, evenings and weekends</p> <p>Ability to move about the County in a timely manner</p>	