



## Cumberland Council

### Post Specification

<b>Date</b>	<b>May 2023</b>
<b>PG Number</b>	<b>6636</b>
<b>Post Title</b>	<b>Refugee Families Resettlement Officer</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD8ii</b>
<b>Final Grade</b>	<b>Grade 9</b>

To be read in conjunction with the job family role profile

#### Service Area description

This post sits within Corporate, Customer and Community Services.

#### Purpose of this post

Cumbria County Council and the current shadow authorities, Cumberland and Westmorland and Furness are committed to the resettlement of families who have been displaced by conflict. On the 1<sup>st</sup> April 2023, the Resettlement Programme will be hosted by Cumberland Local Authority for a period of no more than 6 months, after which the resettlement programme will become two separate services each working for one of the new Local Authorities. This post will be recruited to Cumberland Local Authority.

#### Key job specific accountabilities

1. To assist with pre-planning and preparation for the arrival of refugee families with children; liaising with local authority departments such as Education, Social Care, Health, Housing; and other relevant partner organisations/services.
2. To welcome, brief and support refugee families with children on arrival at their accommodation,
3. To provide good quality resettlement support for refugee families with children, addressing their support needs and orientation into the community.
4. To assist refugee families with GP and dentist registration, opening bank accounts, school and nursery enrolment.
5. To assist refugee families with children to access mainstream benefits and services.
6. To assist refugee families with children to understand cultural differences whilst respecting their cultural background.
7. To undertake Early Help Assessments with refugee families with children, and co-ordinate their Early Help Plans and Team Around the Family meetings, effectively capturing the voice of the child and the family.
8. To complete necessary checks on Hosts and Guests under Homes for Ukraine
9. To meet all contractual obligations of the Home Office and Department of Levelling Up and Housing, monitoring and reporting progress and data to the nominated Cumbria Refugee Resettlement co-ordinator.
10. To work within the Home Office Indicators of Integration framework to achieve successful resettlement outcomes for families.

Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The ability to travel independently around the designated area and County to undertake duties.</li> <li>• Attendance at county meetings and training in other areas.</li> <li>• The ability to work flexibly outside of normal office hours.</li> <li>• The ability to deal sensitively and confidently with people at all levels and have excellent communication skills.</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• A relevant qualification at NVQ/Level 3 or above within the Children's, Community, or other relevant workforce.</li> <li>• Knowledge of relevant policy and legislation and understanding of expectations in relation to refugee resettlement.</li> <li>• Knowledge of Safeguarding and relevant procedures at all levels.</li> <li>• Must have knowledge of the Early Help Assessment process, with preferably a working knowledge of this or similar</li> <li>• Experience of working with families and communities.</li> <li>• Experience of partnership and multi-agency working to achieve positive outcomes.</li> <li>• Preferred; experience or knowledge of the Refugee/Migrant experience, including everyday challenges that those seeking Refuge are likely to face.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post requires a DBS check.</li> <li>• The level of check required is: <ul style="list-style-type: none"> <li>○ DBS Enhanced – Children</li> </ul> </li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Working with people who may be distressed / disadvantaged.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Working in homes with families</li> <li>• May experience abusive and / or aggressive behaviour</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	