

## Post Specification

<b>Date</b>	<b>May 2025</b>
<b>Post Group Number</b>	<b>8574</b>
<b>Post Title</b>	<b>Family Help Worker – Family Group Decision Making</b>
<b>Job Family</b>	<b>PCD</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

Children and Families

### Purpose of this post

To co-ordinate and facilitate Family Group Decision Making (FGDM).

To undertake mediation work with families.

To support families to make safe decisions and plans for children and young people and ensure the child's voice is heard.

To offer a range of parental interventions.

### Key job specific accountabilities

- To initiate contact with family members, children, young people and their support networks to outline the FGDM process, providing information and literature whilst encouraging attendance and providing support throughout.
- To facilitate the involvement of children, young people and their families in the FGDM processes.
- To ensure all work with children, young people and families remains child focused and meets the needs of children or young people and ensures their voice is heard.
- To work with family members, to identify wider support networks and to coordinate safe FGDM.
- To support families to develop plans and arrangements that will ensure the child or young person is safely cared for within their family unit.
- To work with families who are in crisis.
- To recognise the impact of family relationships and dynamics on children or young people and understand and support the role and values of families as partners in supporting their children to achieve positive outcomes. To ensure the child's voice is heard.
- To assist families in identifying and maintaining support networks and access to services within their home community.
- To recognise and take action in relation to the safety of children and liaise with professionals as necessary in accordance with the CSCP Safeguarding Policy and procedures.

**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>No direct Budget Responsibilities</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>Supporting colleagues.</li> </ul>
<b>Other</b>	
Essential Criteria - Qualifications, knowledge, experience and expertise	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>NVQ level 3 children and young people or equivalent in relevant caring profession e.g., social work, health, youth justice, education, community support .</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge and understanding of families' family processes and dynamics and of the theoretical framework that underpins practice.</li> <li>Knowledge of group dynamics and how groups make effective decisions.</li> <li>Knowledge of the principles of family group decision making.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Enthusiasm and commitment to a family strengths based model of working.</li> <li>Substantial experience directly relevant to the provision of social care, youth justice, community support services, education and health.</li> <li>Substantial experience in working with families in the community and at least 3 years of direct working with children.</li> <li>Proven substantial experience of working with families in crisis.</li> <li>Experience of organising and chairing /facilitating meetings, involving children, young people and family members.</li> <li></li> <li>Significant experience of partnership working, liaising and negotiating with other agencies and a range of professional staff including advocates and advocacy services.</li> <li>Experience of report writing, presentation and evaluation skills.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to display emotional resilience whilst working with complex family issues and challenging behaviours.</li> <li>Proven ability to negotiate and mediate in a range of situations with people from diverse backgrounds(Essential).</li> <li>Ability to engage in meaningful professional relationships with children, young people and their families.</li> <li>Ability to manage your own time, to prioritise work and evidence excellent organisational skills (Essential).</li> <li>Ability to communicate effectively with a range of audiences and in a variety of formats (verbal and written)</li> <li>Ability to make observations during planned work with children, young people and their families and to keep accurate recordings of these</li> <li>Ability to assess, plan, review and measure progress towards agreed outcomes for children, young people and their families.</li> <li>Ability to maintain systems, produce clear records and have ICT skills (Essential).</li> <li>Ability to work independently and be self-motivated (Essential).</li> <li>Ability to create and produce documentation to record the outcome from individual family decisions.</li> <li>Ability to work flexibly and on own initiative.</li> <li>Ability to take decisions and problem-solve.</li> <li>Ability to recognise and respond appropriately to risk.</li> <li>Ability to respond professionally to high levels of challenge.</li> <li>Ability to work flexibly out of hours including evenings and weekends in order to meet the needs of the family (Essential).</li> </ul> <p>This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post.</p>	

<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>• Co-ordination of meetings involving families in conflict and disagreement whilst remaining calm and professional.</li> <li>• High level of independent working involving confidentiality, flexibility and professional judgement.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Physical demands are normal for this grade and nature of the role.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Lone working and time management of case loads.</li> <li>• May experience exposure to abusive language and/or aggressive behaviour.</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	