

**Social Services Directorate  
Children’s Services**

<b>Post Title</b>	Family Time Worker		
<b>Post Number</b>	BG11656	<b>Grade</b>	4
<b>Base</b>	Agile Worker / Beaufort Road, Ebbw Vale	<b>Hours</b>	37
<b>Car User Allowance</b>		<b>Disclosure</b>	Enhanced
<b>Contact</b>	<b>Danielle Smith</b> Danielle Smith@blaenau-gwent.gov.uk	<b>Updated</b>	November 2021

**Politically restricted**     **No**     **Yes \***

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

**Principal Job Purpose**

Responsible to:      Senior Social Work Practitioner, Placement Team

Responsible for:    Supporting the line manager in ensuring an efficient and quality supervised family time service is delivered to children and families in Blaenau Gwent.

**Principal Accountabilities**

1. To support supervised family time arrangements as agreed by referral and review
2. To ensure that family time sessions are planned and supported to meet the needs of the child(ren) in question.
3. To observe the interaction between families and children and use that knowledge to provide written reports of those sessions
4. To have IT skills that enable reports to be recorded onto the Social Services Electronic Database.
5. To support families in developing their relationships and interactions to ensure that family time sessions are as positive as possible for the child(ren)

6. To evaluate and share any relevant information with the allocated Social Worker and/or Team Manager
7. To contribute to relevant meetings
8. To ensure that the physical environment of the family time centre is safe and well maintained
9. To transport children to and from family time if required
10. To attend Court and give evidence if necessary.
11. To participate in induction and training programmes provided by Blaenau Gwent, and other appropriate agencies, including NVQs.
12. To take personal responsibility for own career development, including attending supervision and identifying training needs.
13. To participate in Departmental and Team meetings
14. To work flexibly.
15. To comply with all relevant County Borough Policies
16. To keep up to date with current legislation and information relating to Children's Services.
17. To carry out direct working with individual family members, accessing social activities and enabling social integration and networking as part of an individual family time plan.
18. To undertake any other duties falling within the remit of the post.
19. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
20. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

# Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications/relevant experience</b>					
A relevant Level 3 (or above) professional qualification in Health and Social Care, Early Years, Education e.g. H&SC, CCLD, NNEB, EYCE	Essential	✓			
Safeguarding Level 1 and 2	Essential	✓			
<b>Other experience</b>					
Proven experience of working with and delivering services / programmes to children, parents and carers	Essential	✓	✓		
<b>Knowledge/Skills</b>					
Good IT / verbal and written communication skills with professionals, children, young people and adults.	Essential	✓	✓		✓
A good working knowledge of parenting programmes / strategies.	Essential	✓	✓		✓
Ability to maintain accurate records in accordance with Directorate Policy	Essential	✓	✓		✓
Ability to engage effectively with a range of professionals and agencies to promote partnership working	Essential	✓	✓		✓
Ability to work as a member of a team	Essential	✓	✓		✓
Understanding of the needs of children who are looked after and/or in need of protection	Essential	✓			✓
Knowledge and understanding of current research, legislation and good practice in health and social care	Essential	✓	✓		✓
Ability to promote anti discriminatory practice	Essential		✓		✓
To have clear personal/professional boundaries	Essential		✓		✓

2. Welsh Language Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence and access to a car for work purposes.	Essential	✓			
Ability to work outside of office hours. (This may include weekends)	Essential	✓			

#### 4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓