NORTHUMBERLAND COUNTY COUNCIL

## JOB DESCRIPTION

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| **Post Title:** Kinship Family Help Worker | **Director/Service/Sector** Children, Young People & Education/ Children's Social Care, Young People and Families | **Office Use** |
| **Grade:** 6 | **Workplace:** based across the County | JE ref: 4532 HRMS ref: |
| **Responsible to:** KAST Advanced Practitioner/Team Manager | **Date: April 2025** | **Manager Lever:** |
| **Job Purpose:** To provide a family support service to kinship carers and their families through tailored individual support, and to also provide practical support to the wider kinship community through networking events and community groups.  |
| **Resources** | Staff | Social Workers, Enquiry Referral Coordinator  |
| Finance | Petty cash |
| Physical | Post involves desk working but also will involve supporting families in practical tasks within their home environment. Lone working |
| Clients | Families- Lone Working |
| **Duties and key result areas:**1. To work alongside experienced Social Workers to offer a greater intensity of support to young people and Kinship carers and identify what individuals need and how best to support them and prevent escalation of risk. 2. To take a systemic approach and focus on effecting sustained change to improve the life chances of children in Kinship Care, focusing on the whole family dynamics (when appropriate). 3. Supporting Kinship Carers and young people to engage in family group conferences, care teams or Cared for Reviews, meetings with education with the aim of achieving placement stability. 4. To work within a framework that is firmly underpinned by the principle of strengths based relational Social Work and address behaviours linked to, or because of, adult and childhood trauma and compromised child/parental relationships and capacity. 5. To contribute to ongoing assessments, statutory reviews and achieving sustained outcomes for children, young people and Kinship Carers. 6. To deliver training and support groups to Kinship Carers. 7. To support Kinship Carers in understanding why children and young people place themselves at risk through poor choices and a lack of consequential thinking whilst facing the pressure from external influences such as peers and social media. 8. To engage young people (teenagers) who are deemed at risk of not meeting their potential through disengaging with education, misusing alcohol and substances, involvement with crime and or anti-social behaviour or have health issues that are impacting upon their lifestyle and choices and re-engage them in pro social activities. 9. To participate in and contribute to Ofsted inspections of Northumberland County Council services where relevant.10. To maintain appropriate records on the social care database and adhere to national and LA guidance on confidentiality and information-sharing. 11. To maintain high professional standards and a commitment to developing knowledge of local, regional and national provision for children, young people and families, along with knowledge of new legislation, research and good practice. 12. To work within a flexible framework to deliver intervention to children and kinship carers, will include some evenings and early mornings 13. Such other responsibilities allocated which are appropriate to the grade of the postThe duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements: Working patterns: | Need to visit families and attend meetings at a range of venues including family homes across their locality area on a regular and routine basis. Need to be able to meet the |

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| Working conditions: | transport requirements for the postAbility to offer a degree of flexibility as per the needs of the families you are working with. Requirement for lone working within the community and office based duties |

**PERSON SPECIFICATION**

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| **Post Title:** Kinship Family Support Worker | **Director/Service/Sector:** Children, Young People & Education/ Children's Social Care, Young People and Families | Ref: 4532 |
| **Essential** | **Desirable** | **Asses s****by** |
| **Knowledge and Qualifications** |
| NVQ Level 3 or equivalent in child care or related disciplineUnderstanding of whole family approach, solution focused practice and crisis intervention.Understanding of safeguardingKnowledge of impact of multiple disadvantageKnowledge of partner agencies and their role in supporting families Knowledge of IT systemsKnowledge of child development and child protection issues Knowledge of parenting work | Professional qualification in health, social work or other related field Knowledge of mental health, substance misuse, domestic violence and poverty and how these impact on familiesAccreditation in delivering evidence based parenting programmesUnderstanding of supporting families through a trauma informed lens.  |  |
| **Experience** |
| Two years experience of direct work with families Evidence of working with families to affect change Experience of working as part of a teamExperience of working with children living in complex families | Experience of being a ‘lead professional’ Experience of delivering groupwork programmesExperience of working with complex families under stress |  |
| **Skills and competencies** |
| Able to engage and challenge families Skills to deliver in a group work settingHigh level of both written and verbal communication skills including producing and updating Special Guardianship Support Plans and Special Guardianship Assessment of Needs.Ability to communicate effectively both verbally and in writing with children/young people and families and other professionals.Ability to work as part of a multi-agency team including coordinating arrangements for families with other agencies.Ability to work creatively and independently to achieve better outcomes for familiesAbility to work under pressure, meet deadlines and have strategies to cope with stressOrganisational skills including ability to work flexibly and prioritise workload Ability to advocate on behalf of families where appropriate with other agencies.Ability to use electronic case recording systems and follow appropriate procedures effectively |  |  |

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| Ability to comply with required levels of data protection and confidentiality IT skills appropriate to the needs of the post. |  |  |
| **Physical, mental and emotional demands** |
| To be able to work flexibly to the needs of families including early mornings, evenings and weekends within NCC’s flexible working policyTo be able to meet the transport demands of the postTo be able to work in families homes providing practical and emotional support To be able to undertake physical tasks associated with working with families including practical household tasksTo be able to accommodate changes in work pattern at short noticeTo maintain a positive and professional attitude and relationship in working with families who may provide challenges and regular emotional demands on a 1:1 and group basis |  |  |
| **Other** |
| To be committed to developing resources, services and good practice for children, young people and families |  |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

# Appendix 3

**National Qualification Framework**

The three regulatory authorities have updated the National Qualifications Framework for England, Wales and Northern Ireland as part of a review of regulatory arrangements. (The three regulatory authorities are QCA, ACCAC and CCEA).

The NQF is designed to help with career progression and act as a guide to learners to make informed decisions about their training needs. It aims to:

* promote access, motivation and achievement in education and training, strengthening international competitiveness
* promote lifelong learning by helping people to understand clear progression routes
* avoid duplication and overlap of qualifications while making sure all learning needs are covered
* promote public and professional confidence in the integrity and relevance of national awards.

The following table provides an indication of the new frameworks.

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| **National Qualifications Framework** | **Framework for Higher Education Qualification levels (FHEQ)** |
| 8Specialist awards | D (doctoral) doctorates |
| 7Level 7 Diploma Professional qualifications | M (masters)masters degrees, postgraduate certificates and diplomas |
| 6Level 6 Diploma Professional qualifications | H (honours)bachelors degrees, graduate certificates and diplomas |
| 5Level 5 BTEC HND | I (intermediate)diplomas of higher education and further education, foundation degrees, higher national diplomas |
| 4Level 4 Certificate | C (certificate)certificates of higher education |
| 3Level 3 Certificate (OND) Level 3 NVQA levels |  |
| 2Level 2 DiplomaLevel 2 NVQGCSEs Grades A\*-C |  |
| 1Level 1 CertificateLevel 1 NVQ GCSEs Grades D-G |  |
| EntryEntry Level Certificate in Adult Literacy |  |

The use of levels in the NQF is to indicate the generally comparable outcome of an award but does not indicate that different awards share purpose, content and outcomes.