

## FAMILY TIME FACILITATOR GR – 6

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

As a Family Time Facilitator you will be responsible for organising and supervising family time between children and their families contributing to the councils shared outcomes, in collaboration with partners working to support children and families. This will also involve transporting children to various locations.

This role is based in Family Support and Child Protection

### The Job

The jobholder will be responsible for organising family time between children and their families. The jobholder will also be involved in transporting children to see their family. The jobholder will be expected to keep written records of their involvement and conversations. The role will be based in the Family Time Service, the jobholder is a member of a team and accountable to the Family Time Co-Ordinator or Team Manager.

Set up and support contact arrangements for children and families/carers where supervised family time has been identified. This will involve the transportation of children to visits where necessary.

Using risk assessments ensure that children have a safe and enjoyable experience whilst having family time.

Identify the needs of individuals and their carers during family time and ensure that these are supported.

Ensure that the venue used for Family Time has appropriate facilities based on children's ages and needs

Ensure that the Family Time Co-Ordinator and child's Social Worker are kept informed of progress in each case through observations of family time.

Work flexibly within a large team to ensure that all family time commitments can be met

Support and follow Kirklees Confidentiality policy in all dealings with children and family members/carers

To participate in staff meetings and support positive communication between team members.

The postholder is expected to be flexible in their working hours – the post may include early starts, late finishes and occasional weekend work to meet the needs of the service

### Job Checklist

- Supports the delivery of the aims and objectives of Family Support and Child Protection for children, young people and families across Kirklees.
- Engages effectively with children, young people and families who can be challenging, show disguised compliance, demonstrate risky behaviours and who may be difficult to engage or accepting of services.
- To prepare clear and concise observation records and to ensure that accurate and up-to-date records are kept on all contacts which you supervise.
- To participate in supervision sessions with the Team Manager and Deputy Team Manager as agreed in the supervision contract.
- To undertake the administration necessary to ensure the provision of a prompt and efficient service to the user.
- Works flexibly to manage the needs of children and their families and the needs of the service. Responds promptly and appropriately to need in times of crisis.
- Ensures all work is delivered in compliance with the services Practice Standards, relevant legislation, local and national policy and guidance.
- To attend training courses and take part in Personal Development Programmes as required.

## The Person

We need our employees to be driven to achieve the best outcomes for children, young people and families, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be resilient and flexible with a passion for working on a personal level with vulnerable children, young people and families with a commitment to working alongside people, practitioners and partners in very practical ways – always looking for people focused and local solutions that will enhance their participation in, and contribution to, their local community.

Be a team player with good communication skills to be able to produce and deliver written and verbal reports.

Your interpersonal skills will enable you to engage and communicate effectively working with a variety of agencies and individuals promoting positive physical, emotional and mental health in Children, Young people and Families.

Ability to recognise and understand safeguarding and risk in supporting the wellbeing, of children, young people and families

An understanding of the needs of Children, Young people and Families, will enable you to support individuals in facilitating good quality family time.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and role model the Council's Expectations of a New Council employee within the organisation

## Person Checklist

Able to develop and maintain effective relationships with Children, Young people and Families using assertive engagement and restorative approaches to help motivate and encourage behaviour change.

Experience in a caring environment.

Literacy and numeracy skills to be able to maintain case records and collate information.

Ability to make observations and relay any relevant information. This will include Ability to observe and record non-verbal communication, e.g. body language.

Ability to provide advice and information in a clear, concise manner.

Ability to manage and prioritise own workload effectively.

Ability to work successfully with users, carers, other agencies and professional staff supporting multi-agency relationships.

Committed to personal development and keeping up to date with developments across health and social care.

Knowledge of relevant legislation and ability to apply this into practice.

Awareness of equality issues and their impact on service delivery

Able to use IT to support accurate case recording and management information including report writing.

Accepts an enhanced DBS check is required

Able to collect/drop off children from carers' houses/residential homes/Family carers and transport them to family time sessions.

Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to... **PLEASE COMPLETE**