

Family Time Facilitator – Grade 6

Job purpose

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 based in the Family Time Service and accountable to the Family Time Co-ordinator or Team Manager. 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.

You will be required to 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, you will ensure that children have a safe and enjoyable experience whilst having family time. You will be expected to keep written records of your involvement and conversations, identify the needs of individuals and their carers during family time and ensure that these are supported. You will ensure that the venue used for Family Time has appropriate facilities based on children's ages and needs. You will also 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. 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. You will be able to recognise and understand safeguarding and risk in supporting the wellbeing, of children, young people, and families.

You will be expected to work flexibly within a large team to ensure that all family time commitments can be met. You will support and follow Kirklees Confidentiality policy in all dealings with children and family members/carers. You will participate in staff meetings and support positive communication between team members. You will be expected to be flexible in your working hours – the post may include early starts, late finishes and occasional weekend work to meet the needs of the service

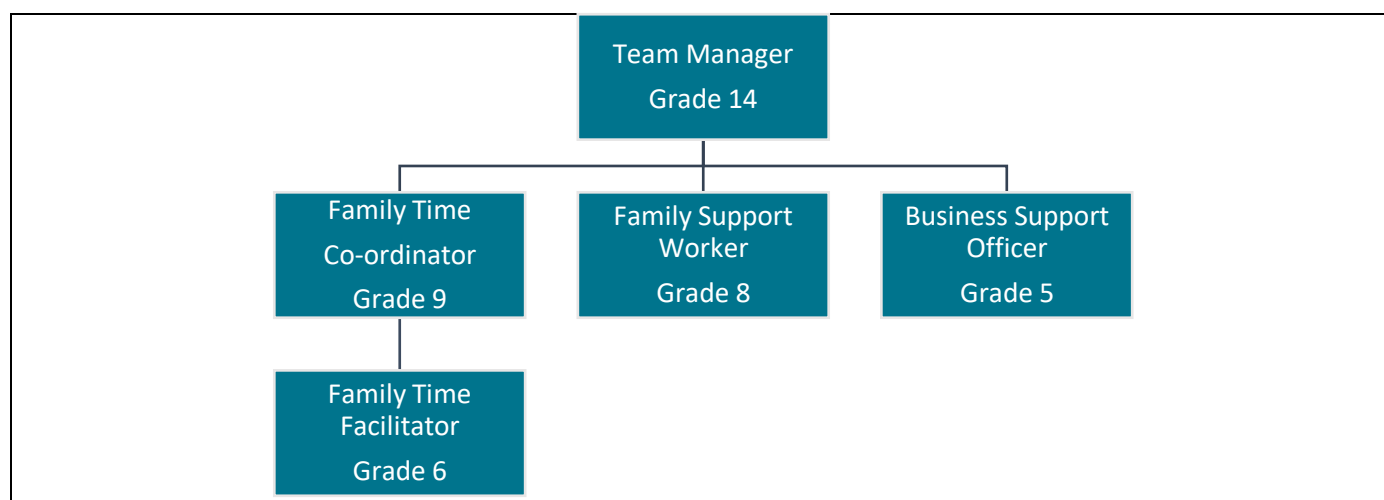
This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- 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.
- 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.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
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.	Essential
Experience in a caring environment.	Essential
Literacy and numeracy skills to be able to maintain case records and collate information.	Essential
Ability to make observations and relay any relevant information. This will include ability to observe and record non-verbal communication, e.g., body language.	Essential
Ability to provide advice and information in a clear, concise manner.	Essential
Ability to manage and prioritise own workload effectively.	Essential
Ability to work successfully with users, carers, other agencies, and professional staff supporting multi-agency relationships.	Essential
Committed to personal development and keeping up to date with developments across health and social care.	Essential
Knowledge of relevant legislation and ability to apply this into practice.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Awareness of equality issues and their impact on service delivery	Essential
Able to use IT to support accurate case recording and management information including report writing.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Able to collect/drop off children from carers' houses/residential homes/Family carers and transport them to family time sessions.	Essential
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, and it is expected that you will either use a council vehicle or your own car.	Essential

Behaviours and expectations

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
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job 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 Office Use Only:

Job Category	Children's Service	Grading ID	21450
Job ID	80102851	Last Updated	June 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		