Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Intensive Family Support Worker
£33,945.03 - £37704.53



Contents Page

[Recruitment Process and Key Dates]

[Job Profile]

Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 01/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Intensive Family Support Worker Initial Location: Kilncraigs In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Team Leader Service: People – Children's Services Date last updated: February 2020 Date if superseded: March 2018	Eval Ref: A4339 Post Number: Q2a Grade: 6

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Team Leader
I
Intensive Family Support Worker

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

The Intensive Support Service will provide a range of prevention, early intervention and intensive support to families, children and young people to make agreed changes in family life, the community and school; to improve outcomes for the whole family. To contribute to the delivery of the Clackmannanshire Children Services Plan.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Work with Lead Professionals (social worker) and contribute to the thorough needs and risk assessment of children and young people and their families as part of planned intervention to show evidence of parent(s) strengths and areas for development and the ability to change

- Undertake individual family support work as directed and as keyworker act as the single point of contact for the family or keep the lead professional (social worker) updated of all developments as appropriate

- To work as part of a multi agency team to provide a range of intensive programmes for parents, children and young people as part of a targeted strengths-based, assertive outreach approaches, using practical and therapeutic interventions, including working with perpetrators or survivors of domestic abuse; working with children and adults who may be experiencing mild to moderate mental health difficulties, poor physical health and supporting parental vulnerability linked to addiction.

- Supporting children and families who are experiencing the socio-economic inequalities and disadvantages linked to **poverty** by representing their views, maximising income, and signposting to specialist services, as and when required to ensure advocacy and empowerment.

- To provide parenting and holistic family support that follows the Ten Principles of Intensive Family Support (as detailed in the Promise) to parents and carers of children and young people in order to enhance the potential for positive outcomes and for children to meet developmental milestones

- Correspond with and on behalf of service users, enable parents/carers to identify and make full use of all support systems available to them, encouraging and supporting parents to participate in the decision making process in relation to their children.

- To initiate and facilitate the use of appropriate assessment tools for working with children, young people and parents/carers.

- Ensure the **voice** of the child, and children's rights are respected, protected and upheld during all family support interventions.

- As guided by the Team Leader, develop a safe, nurturing **relationship** with children in order to undertake direct work with the child, creating a safe space for the child / young person to explore their views, wishes and feelings, while understanding what **they** want to happen in their lives and within their family networks.

- Engage with children, parents, carers and communities building trusting **relationships** that are trauma informed in which the families are empowered - celebrating strengths and assets as an approach in all work with children, families and communities.

- To undertake planned and **emergency work** using a range of intervention methods and skills.

- To initiate, attend and participate in meetings as appropriate including child care reviews, planning meetings, case conferences, panels and all care planning meetings.

- With the guidance and support of the Team Leader, and other partners initiate, develop, and participate in community groups that promote participation, voice and co-design of children and families services.

- To liaise on child protection cases with social workers and prepare reports for Child Protection Conferences

- Where relevant, account for spends from petty cash expenditure as a means to provide co-ordinated and effective support to families, in accordance with financial procedures.

- To ensure that the Council's Policies and Procedures are adhered to

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

	Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1.	Recognised Child Care Qualification: HNC Child Care, NNEB/SVQ3, Youth & Community or equivalent	Application, Certificate
2.	Proven ability to work with children, young people and families to reduce risk appropriately and to work within a child protection framework	Application, Interview
3.	Proven ability to liaise and negotiate with professionals from different disciplines working with children, young people and families with complex needs as part of an integrated team	Application, Interview
4.	An understanding of the needs of children, young people and their families and ability to provide warm, appropriate non- threatening support	Application, Interview
5.	Ability to work with children, young people and families individually and in groups	Application, Interview
6.	Flexible and adaptable approach to work in order to meet the needs of the service including out of core hours if required	Application, Interview
7.	Ability to effectively report on work undertaken	Interview
8.	Attachment theory and how it relates to working with children and young people	Interview
9.	Excellent communication skills (written and verbal) including contribution to report writing and use of IT systems and Case management Records	Application, Interview
10.	Driving Licence to have the ability to travel and transport children either in own car or using Council Pool Care	Application, Driving Licence
11.	Gain/Maintain PVG scheme record/ scheme record update	Application Disclosure Check

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Understanding of social work services and the supports provided to local communities	Application, Interview
2.	Knowledge of the key processes and legal framework which form the job role	Interview
3.	Knowledge of child development and the impact of trauma including parental mental health, Drug & Alcohol and Domestic Abuse	Interview
4.	Models of intervention with children, young people and their families	Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

- Support to service users within both building based and community outreach based environments
- Flexible and adaptable approach to work in order to meet the needs of the service including out with core hours (evening & weekends) as and when required.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

- Ability to travel and transport children either in own car or using Council Pool Car
- Basic keyboarding skills to produce written reports to managers

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Compile and report any child safeguarding and protection issues following due process in line with Council guidelines
- Use council resources efficiently, avoiding waste and unnecessary expense.
- Identify inefficiency in processes and communicate this to your manager.
- Understand the impact of wasteful behaviours on the environment and you act to minimise this impact
- Forward planning in line with service delivery, personal outcome plans, reviews.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

- Willing to be flexible in your approach to work to meet changing service delivery needs, deadlines and urgent priorities.
- Meet deadlines and targets in your day to day work.
- Help team members when they have urgent deadlines and prioritise your work accordingly.
- Understand the need for change and are open to this across your working life.
- Ability to work to deadlines and work collaboratively with other professionals.
- A potentially unpredictable working environment.
- Creative use of resources, including community resources.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

PERSONAL CONTACTS

Internal

Social Work Management Team
Social Workers/Lead Professionals in child care, criminal justice, adoption & fostering and adult care
Officers of Council
Services to People employees

External
Service users and carers
Third Sector organisations
Housing/ Associations
Emergency Services
Benefits Agency
Health
Police
any other external agencies

- Has professional relationships with colleagues and is aware of dignity at work standards.
- Actively and respectfully listens to people in order to understand them and their views.
- Contributes appropriately in team and other meetings and discussions.
- Presents words and views clearly in a way that other people find meaningful.
- Respects diversity and promotes equality of opportunity when working with colleagues and
- members of the public.
- Role models the standards of behaviours expected of a Clackmannanshire Council employee.
- Displays and enables leadership through sharing knowledge and skills, seeking guidance and providing support to your colleagues, team and the wider community.
- Is aware of and adheres to professional codes of practice and the council's code of conduct and understand how these impact on employment with the council and public perception of council employees.
- Required to work with families (parents, children, siblings and extended families) with a range of needs

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

- Production of written reports to managers
- Computer data e.g. e-mails and storing information on appropriate drive
- Manual Files e.g. personal outcome plans, risk assessments
- Where relevant, account for spends from petty cash expenditure as a means to provide co-ordinated and effective support to families, in accordance with financial procedures.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- Be of sufficient flexibility to undertake a wide variety of activities and be prepared to learn and develop skills beyond those which he or she brings initially to the job.
- Take a full and active role within the staff team and be involved in the continued development of new and innovative aspects of the service.
- Be proactive in doing what they know needs to be done and has the ability to step into the work of other colleagues as required.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.