CHILDREN AND FAMILIES PRACTITIONER (TIME 4 US)
JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Children and Families Practitioner (Time 4 Us)
LOCATION	Forth Valley Wide Service
NUMBER OF HOURS	35hrs per week
HOURS OF WORK	Monday to Friday from 9:00am until 4:30pm
CONTRACT TYPE	Permanent
SALARY	£29,374 - £32,433
REPORTS TO	Team Leader

ORGANISATION OVERVIEW

Transform Forth Valley is a charity providing a wide range of services to support individuals and families who are impacted by societal, financial or health inequalities. Transform Forth Valley responds to identified need in the Forth Valley, and in partnership, supports individuals and families to tackle inequalities that diminish life chances. Transform Forth Valley considers the whole person, building a firm foundation from which an individual or family can achieve positive and lasting change. Transform Forth Valley's mission statement is: Transform Forth Valley is dedicated to empowering individuals and families to live a more fulfilled life. We work with partners to actively challenge inequalities and to achieve sustainable change.

ROLE & SERVICE PROFILE

For over 19 years, Transform Forth Valley's Time 4 Us Children and Families service has provided specialist therapeutic support across Forth Valley to children, young people and families affected by a significant family member's alcohol and/or drug use. We help children and young people make sense of difficult experiences, manage strong emotions and build positive relationships. Our work has helped improve emotional wellbeing, mental health, school attendance and attainment.

We work closely with social work, education, health and many other third sector services to coordinate support around each family's needs. We welcome referrals from these partners and from families themselves.

The post holder will work as part of the Time 4 Us team, taking a whole-family approach to understanding what matters to children, young people, parents and carers and agreeing what support would help. The role involves helping children and young people build self-esteem, confidence and resilience, and supporting parents and carers to strengthen their confidence and parenting skills.

Practice is rights-led and trauma-informed, guided by Getting it Right for Every Child (GIRFEC) and the United Nations Convention on the Rights of the Child (UNCRC). Children and young people are supported to express their views and shape decisions about their support. In keeping with The Promise, the role involves building trusting relationships and working with partners to help families access support early, so children can stay with the people who love them wherever it is safe to do so.

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MAIN RESPONSIBILITIES

WORKING WITH SERVICE USERS

- Ensure that holistic, person-centred and trauma informed support underpins all aspects of work.
- Undertake strength-based assessments with children, young people, and families, taking a whole family inclusive approach.
- Be responsible for the planning, implementation, and evaluation of the one-to-one therapeutic supports offered.

PROFESSIONAL OBJECTIVES

- Carry a caseload and ensure continuity-of-care for service users through effective working and liaison with partnership agencies.
- Make referrals to relevant services based on the needs of the service user and ensure the uptake of treatment by ensuring transitions of care i.e., arranging 3-way care meetings and assisting/supporting to appointments, as necessary.

PARTNERSHIP WORKING

- Liaise and maintain effective links and work in collaboration with a range of agencies/partners/organisations for the purpose of joint working to achieve effective outcomes for service users.
- Attend and participate in multi-disciplinary meetings, deliver presentations and training as require, e.g., Children's Hearings, Child Protection Case Conferences, Team Around the Child meetings, etc.
- Develop close links and working relationships with community services (across the Forth Valley area) to ensure communication, joint working and information sharing for the effective continuity of care for services users.

ADMINISTRATION

- Ensure that all assessments, care plans, case-notes, databases, work records, reports and discharge records are all accurate, kept up-to-date and stored securely in accordance with information governance tools and within the specified time requirements as determined by the service.
- Ensure confidentiality and data protection is maintained.

GENERAL PRACTICE

- To maintain a knowledge and understanding of and comply with Transform Forth Valley Policies and Procedures.
- To maintain close contact with all Transform Forth Valley Services, Social Work Departments, Addiction Services, Education, Health, and others as required for continuity of care and sharing good practice.

- Be able to travel throughout Forth Valley for the purposes of client care, service delivery, meetings, and training etc.
- To undertake any other duties as may reasonably be requested by Transform Forth Valley.

PERFORMANCE MANAGEMENT

- The Team Leader, as your Line Manager, will monitor and supervise your work through various means and will be your direct line of reporting and contact with regards to any matter(s) arising from your work.
- To actively participate in supervision, training, and appraisals.

COMMUNICATION

- As an employee of Transform Forth Valley, you will conduct all work in a professional manner.
- Deploying a combination of communicative people skills in order, to identify, build, or enhance relationships with Service Users, families, and the wider community.

PVG / DISCLOSURE INFORMATION

Transform Forth Valley complies fully with the Disclosure Scotland Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, or the Protection of Vulnerable Groups (Scotland) Act 2007 for the purposes of assessing applicants' suitability for positions of trust. Therefore, Transform Forth Valley has determined that this post is classed as undertaking restricted work with children and protected adults that must be covered by the successful candidate having undertaken a satisfactory - **PVG Scheme Record for Restricted Work with Children and Protected Adults.**

PERSON SPECIFICATION

Applicants will be measured against the following person specification

QUALIFICATIONS AND TRAINING	A HNC or SVQ at Level 3 or higher in relation to Children and Families	Essential
	Evidence of continuous professional development in relation to caring and support work	Essential
	A qualification in criminal justice, child protection or healthcare	Desirable
	Diploma/Certificate in Drug & Alcohol Studies where appropriate	Desirable

WORK EXPERIENCE	Post-qualification experience of working with children, young people, and families	Essential
	Experience of caseload management	Essential
	Experience of conducting holistic assessments and care planning of individuals	Essential
	Experience of partnership working	Essential

	Experience of working with families and Carers	Essential
	Experience of child protection joint working	Desirable
	Experience and understanding of national and local policies and strategies in relation to substance misuse	Desirable
KNOWLEDGE, SKILLS, AND ABILITIES	Knowledge of the current Health and Social Care sector and the associated legislation and national policy	Essential
	Knowledge and application of the key national strategies; in particular, Scottish Government 'The Road to Recovery' (2008), Scottish Government 'Children & Families' (Act 2014), Scottish Government 'Rights, Respect and Recovery' (2018), Scottish Government 'National Guidance Child Protection' 2014 & 2021	Essential
	Knowledge and skills to support emotionally demanding clients who are resistant to change	Essential
	Proven ability to co-ordinate support across different organisations	Essential
	Organisational and self-management skills	Essential
	Excellent communication skills - verbal, numerical and written	Essential
	Carry out duties in a manner that encourages positive outcomes from a recovery focussed approach	Essential
	Knowledge of the issues faced by children affected by parental substance misuse, parental mental health, and neglect.	Essential
	Knowledge and understanding of the effects of adversity and trauma on children, young people, and adults	Essential
	Knowledge of working with individuals experiencing poverty or inequality	Desirable
ATTITUDE, MANNER, AND DISPOSITION	Positive and engaging approach	Essential
	Open approach to partnership working	Essential
	Empathetic	Essential
	Ability to work on own initiative	Essential
	Positive 'can do' attitude	Essential
	Flexible	Essential
	Assertiveness & Solution focussed	Essential
OTHER	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance	Essential