



SENIOR PRACTITIONER - CHILDREN AND FAMILIES & EARLY INTERVENTION JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Senior Practitioner - Children and Families & Early Intervention
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	£28,817
REPORTS TO	Service Manager

ORGANISATION PROFILE

Transform Forth Valley is a charity providing a wide range of services to support individuals and families who are impacted by substance misuse and/or societal, financial or health inequalities. Transform Forth Valley responds to identified need in the Forth Valley, and in partnership, support 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 PROFILE

Time 4 Us works across Forth Valley providing support to children, young people and families who have been impacted by substance use. The service aims to increase parenting capacity and enhance children's self-esteem, confidence, and resilience, whilst supporting families to make positive choices. Time 4 Us aims to assist families to stay together, where it is in a child or young person's best interest to do so.

Time 4 Us also offers an Early Intervention Service across Forth Valley responding to low level concerns, which have come to the attention of Police Scotland about children, young people, and families where substance use, mental health and other difficulties have been identified. We understand that from time-to-time family life can have its complications and in these times of crisis we offer early help to address the presenting challenges or problems being experienced.

The Senior Practitioner will oversee both the children, young people, and families Core Service and the Early Intervention Service.



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MAIN RESPONSIBILITIES

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- To have a supervisory role for the Children and Families Workers.
- To be a point of contact for the Children and Families Workers, and partner agencies as appropriate.
- To collate statistics to assist the Service Manager.
- Undertake any other duties as may reasonably be requested by the Service Manager and or Senior Management.

WORKING WITH SERVICE USERS

- Undertaking strength-based assessments with individuals, taking an investigative approach to fully assess the client's needs, aspirations, and goals.
- Responsible for completing risk assessments and developing risk management plans as part of the assessment process.
- Ensuring awareness of any risk posed to staff prior to engaging in work with any client and participating in the development and review of risk management plans.
- Full responsibility for assigned case files and ensuring continuity-of-care for clients through effective case management.
- Liaising and working with partnership agencies (e.g., Social Work, Education etc).
- Working with Service Users to produce appropriate and achievable care plans, helping them address their identified needs, both in the short term and long term.
- Implementing, monitoring, and reviewing care plans, ensuring Service Users are central and directly involved in this process, this includes working towards discharge and/or referral on to other services.
- Where appropriate, providing intensive support to help Service Users address complex and sometimes emotional and social issues related to their problem substance use issues.
- Working with Service Users to help them identify and understand how their problem substance use may negatively impact on the lives of themselves, their family, and the wider community.
- Supporting Service Users to help them identify other services, agencies and activities that may help them deal with their problem substance use and build coping strategies to deal with potential lapse and relapse.
- Providing advice, information and guidance on specific substances including any related risk during 1:1 sessions with the Service User.
- Delivering structured psychosocial interventions (using recognised and agreed theoretical models) via 1:1 contact.
- Promoting, embracing, and ensuring equality, diversity and the rights and responsibilities of individuals.
- Working with children and families as part of child protection planning and utilising an awareness of relevant systems and legislation.



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- Understanding the need to protect children and vulnerable adults and adhere to all principles, policies, and procedures in effective safeguarding, and ensuring awareness of, and understanding of, Forth Valley Child Protection (CP) and Adult Support and Protection (ASP) procedures.
- Working in partnership with Police Scotland and Social Services to address low level Vulnerable Person Database Concern Reports to provide earlier interventions for children, young people, and families where substance use has been identified.

PARTNERSHIP WORKING

- Liaise and maintain effective links and work in collaboration with a range of agencies/partners/organisations for the purpose of joint working with and effective outcomes for service users, including gathering information for robust assessment. Attend and participate in multi-disciplinary meetings, deliver presentations and training as required.
- 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.
- Work closely with all substance use services to ensure appropriate joint delivery of the Integrated Care Pathway (ICP).
- Contribute to the development of services by providing advice and information to partners on all areas related to operational matters.
- Attending and participating in meetings, where necessary, (e.g., Children's Hearings, Child Protection Case Conferences, Team Around the Child meetings, etc.)

ADMINISTRATION

- Completing all reports to a high standard ensuring they contain accurate and up-to-date information.
- Maintaining accurate up to date records, reports, data, case files and care plans that conform to appropriate protocols, audit standards, contract requirements and service level agreements.
- Ensuring all paperwork meets a high standard, maintaining accurate and up-to-date records of any Service User contacts, within the specified time requirements as specified by Transform Forth Valley.
- Responsible for collecting and inputting accurate data to inform outcomes, outputs and 100% compliance (quality and completeness) for evaluation and funding purposes.
- Ensuring that confidentiality and data protection is maintained in accordance with the requirement of the Information Commissioners Office (ICO), Information Governance, contractual requirements, and the General Data Protection Regulations, 2018.

GENERAL PRACTICE

- Keeping informed of evidenced based practice relevant to services for substance users.



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- To maintain a knowledge and understanding of and comply with Transform Forth Valley Policies and Procedures, Integrated Clinical Governance (ICG) approved guidelines, protocols etc., Scottish Social Services Council (SSSC) codes of practice and Health and Safety at Work.
- Having due regard to safeguarding and health and safety issues and to provide leadership on these issues within agreed work programmes.
- Upholding and promoting Transform Forth Valley's commitment to inclusion, integrity and respect towards all Service Users, partners, and colleagues.
- Delivering excellence in all professional endeavours.
- Having a positive attitude and an enthusiastic approach to your work.
- Being committed to Transform Forth Valley's Equality and Diversity policy.
- Actively participating in team meetings, and working as part of a team, to create working conditions conducive to providing better and fairer services to Service Users, their family, and the wider community
- Adapting and conforming to any changes within the service, and contributing to the delivery of Service and/or Quality Improvement Plans
- Being able to travel throughout Forth Valley for the purpose of service delivery, meetings, and training etc.
- Holding a current, full UK driving license, have access to a roadworthy vehicle, whilst maintaining the appropriate business insurance for the vehicle for the purposes of the role

PERFORMANCE MANAGEMENT

The Service 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.

- Actively participating in supervision, training, and appraisals, in accordance with the Performance Management Policy.
- To undertake the appropriate personal development plan (PDP).

The Senior Practitioner will have a responsibility to contribute to the overall performance of the Time 4 Us services to ensure that contractual outputs and targets are achieved. There is a responsibility for the post-holder to demonstrate a commitment to continuous improvements in service delivery for the benefit of the service user, the service, and the partners.

COMMUNICATION

- Conducting all work, as a representative of Transform Forth Valley, in a professional manner.
- Consistently demonstrating good communication and interpersonal skills with regard to interactions and engagements with others e.g., Service Users, their families, members of the public, colleagues and partner agencies.
- Using a range of people skills in order, to identify, build, or enhance relationships with Service Users, families, and the wider community.



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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	An SVQ3 and HNC is required, or as a minimum a HNC or equivalent, plus a willingness to work towards an SVQ4 in Social Services (Children & Young People)	Essential
	A relevant Degree/Diploma or professional qualification	Essential
	Already registered with the SSSC or have the qualifications and skills required to get registered upon offer of employment	Essential
	Management/leadership or supervisory qualification	Desirable
	Qualification in Child Protection	Desirable
	Diploma/Certificate in C.O.S.C.A Counselling modules (1-4)	Desirable
	Trauma informed training	Desirable
	Certificate in recognised parenting programme	Desirable
WORK EXPERIENCE	At least three years' experience of working with Children and Families in an enabling role	Essential
	Evidence of continuous professional development in relation to Children and Families support work	Essential
	Experience of caseload management	Essential
	Experience of child protection joint working	Essential
	Experience of conducting holistic assessment and care planning with individuals	Essential
	Experience of multi-agency and partnership working and the ability to build and maintain effective stakeholder relationships	Essential
	Experience in contributing to the development and improvement of services	Essential
	Supervisory experience	Essential
	Evidence of training towards supervisory experience	Essential
	Experience of gathering performance data and maintaining databases and spreadsheets	Essential



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	Experience of presenting information i.e. public speaking, presentations, meetings to partner agencies and stakeholders etc.	Desirable
KNOWLEDGE, SKILLS, AND ABILITIES	Knowledge of service delivery which is compliant with local policies and procedures	Essential
	Knowledge and understanding of child protection procedures	Essential
	Knowledge and understanding of the effects of poverty and inequalities on children and families	Essential
	Knowledge and understanding of the effects of trauma on children's development	Essential
	Knowledge of the Impact of Parental Substance Use (IPSU) on children, young people, and families	Essential
	Knowledge of the issues faced by children affected by parental substance misuse (CAPSM)	Essential
	Proven ability to coordinate and support interventions across different organisations	Essential
	Knowledge and understanding of welfare, social, educational, and mental health, and wellbeing issues relevant to service users	Essential
	Good organisational and self-management skills	Essential
	Excellent communication skills - verbal, numerical and written	Essential
	Experience of gathering performance data and maintaining databases and spreadsheets	Essential
	Knowledge and understanding of the issues facing individuals affected by addiction, including the impact on family and carers	Essential
	Experience of leading a team	Essential
	Experience of presenting information i.e., Public Speaking, presentations, meetings to partners agencies and stakeholders etc.	Essential
Good knowledge and skills of harm reduction strategies and engaging with harder to reach populations	Essential	
ATTITUDE, MANNER, AND DISPOSITION	A positive and approachable demeanour	Essential
	Open approach to partnership working	Essential
	Empathetic and effective communicator	Essential
	Positive 'can do' attitude	Essential
	Flexible	Essential
	Solution orientated	Essential
OTHER	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance	Essential