

## Wirral Council: Job Role Descriptor

<b>Job Role:</b>	<b>Family Group Conference Co-ordinator</b>
<b>Service:</b>	<b>Targeted Services</b>
<b>Reports to:</b>	<b>Team Leader</b>
<b>No. of Subordinates:</b>	<b>0</b>
<b>HR USE ONLY</b>	
<b>Job Role Ref:</b>	<b>PC0051G</b>
<b>Job Family:</b>	<b>People Care</b>
<b>Grade:</b>	<b>Band G</b>

### JOB ROLE PURPOSE

To convene and chair Family Group Conferences (FGC) in accordance with the Nationally Accredited Framework of Standards for FGC projects. To enable children/young people, their family and significant others to be actively involved in producing plans that meet the child's needs and which ensure their safety and promote their welfare.

### KEY TASKS

1. Plan and facilitate an annually agreed number of Family Group Conferences (FGC). Manage a diverse and complex case load of referrals and adhere to the FGC Key Principles, Values and Practice Standards under the current regulatory framework. Support interventions that may require Family Group Conference plans for court (court protection).
2. Invite and prepare professionals for Family Group Conferences, ensure referrer has provided any written reports and necessary information using the internal Liquid Logic system. The coordinator to retrieve this information as appropriate to assist the family in making their plans. Maintain confidentiality as defined by the framework of the Data Protection Act. Ensure information, recording and monitoring systems are informed.
3. Negotiate the involvement of family members during the Family Group Conference process. Work with family members to ensure everyone's views, particularly children's are listened to and taken into account. Consider the culture and diversity of the family in order for the family to be able to contribute fully to planning for their child(ren). This may include the use of interpreters, translators, signers and advocates.
4. Chair and take responsibility for ensuring the FGCs are efficiently organised, venues are booked, letters of invitation sent and the family's plan is saved onto internal Liquid Logic computer system and then sent to the family following the conference.

5. Ensure that any concerns about children and their families are promptly addressed in accordance with Departmental and Safeguarding Board procedures, including relaying any child protection concerns to their Manager in a timely manner so as to ensure that children's safety is promoted and working relationships with families are maintained.
6. Participate in joint and individual supervision sessions with colleagues and the Manager. Assist in quality assuring FGC colleagues' work.
7. Attend FGC Network Meetings across the country to keep up to date and benefit from new ideas, ways of working, learn about new developments and attend expert workshops.
8. Assist in delivering Family Group Conference training for partner agencies when required.
9. Undertake research in relevant subjects to support information sharing as part of the FGC team.

<b>KEY RESPONSIBILITIES</b>
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<b>People</b>
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Ensure the delivery of FGC work undertaken is to a high standard and meets the needs of the people they are working with.

Works primarily on their own, with their own allocated caseload. Working with children, vulnerable adults and family members.

Expected to adhere to the 7 FGC Practice Standards, under the regulatory framework, to ensure the impact of their preparation time meets the needs and wellbeing of individuals and groups on the day of the conference.

Knowledgeable and skilled in working with families where concerns relating to Safeguarding issues are present.

A clear understanding that there will be emotional demands from the people they work with which in certain circumstances may cause stress to the job role due to the fact that people could be abusive, feel disadvantaged, upset, unwell and be difficult to engage.

Undertake mediation and negotiation with service users as part of the Family Group Conference process.

Assist in delivering FGC training to colleagues in the wider service/department and partner agencies which will lead to improve outcomes for individuals.

<b>Financial</b>
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Post holder will not have budget responsibility. However they may on occasion need to purchase refreshment items for the conference in a financially responsible manner using petty cash.

### **Strategic**

The role will be delivered in line with any new legislation in relation to the welfare of children, young people and vulnerable adults.

Develop a recognised expertise within the FGC field and contribute to the development of practice and policy in this specialised field.

### **Resources**

The role will involve the appropriate and efficient use of necessary resources to perform the operational requirements of the role.

### **Planning and Organising**

Plan, review and organise workload in conjunction with the Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Facilitate the FGC process in a timeframe that is conducive to the FGC regulatory framework and expectations of children, families and vulnerable adults. Timeframe will usually be six weeks from referral allocated to the co-ordinator to the conference taking place.

### **Decision Making**

Work within agreed policies, procedures and legislation.

Ensure all work undertaken meets the 7 FGC Practice Standards and ensure quality assurance of the FGC Regulatory Framework is embedded within all FGC work across the Council.

In conjunction with agencies work to a range of legal options to support children, families and vulnerable adults to make their own safe plans and decisions in a solution focused manner.

Escalate complex issues to the FGC manager.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS**

### **Essential Criteria**

#### **Qualifications:**

- NVQ Level 3 or equivalent in health and social care setting.

- Must be willing to undertake accredited training in convening Family Group Conference.
- Evidence of continuing professional development in working with children, families and/or vulnerable adults.
- Flexible working including evenings and weekends when required.

### **Knowledge & Skills:**

- The ability to work autonomously as a lone worker as well as part of a team and the ability to develop effective working relationships with colleagues, referrers and service users.
- Ability to facilitate meetings and undertake consultations with other professionals.
- Ability to plan, prioritise and organise own workload and time.
- An understanding of the regulatory framework for FGC, Practice Standards and quality assurance in the delivery of a Family Group Conference.
- Able to demonstrate practice which supports the Principles, Values, Key Elements and Practice Standards of Family Group Conferencing.
- Able to communicate verbally and in writing with a range of people including children, families, adults and professionals.
- Ability to risk assess and manage potential and actual conflict situations.
- Able to demonstrate organisational skills. Knowledge of computer packages (Microsoft word, excel) and keyboard skills.
- Commitment to anti-discriminatory practice.
- Undertake research in relevant subjects

### **Experience:**

- Experience of working with children and their families.
- The ability to manage a caseload.
- An understanding of key principles and Child Protection Procedures.
- Experience of writing complex and sensitive reports.
- Experience of and a working knowledge of sharing confidential information and their own role with regard to the Data Protection Act.

<b>Desirable Criteria</b>
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### **Qualifications:**

- Accreditation in delivering Family Group Conferences
- Post Graduate Certificate in co-ordinating Family Group Conferences
- Evidence of recent professional development.

### **Knowledge & Skills:**

- Awareness of current practice issues with special reference to the Public Law Outline and the focus upon Family Group Conferences in this arena.
- A working knowledge of evidence based parenting programmes such as Strengthening Families, Strengthening Communities would be an advantage.

- Extensive knowledge of relevant legislation and legal frameworks.

**Experience:**

- Experience of working in a Local Authority setting.
- Experience of working with children with behavioural problems.
- Experience of working with children and families at times of distress and conflict.
- Experience of working with a range of families with different issues and needs.
- Experience of working with children and adults with disabilities.
- Experience of delivering training programmes.
- Mediation and negotiating skills.

**ADDITIONAL WORK ELEMENTS**

Must be able to travel around the Borough and outside of the Borough using public or private transport.

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job.

Flexible working, including evenings and weekends when required.

**NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

**Signed Head of Service**

**Date**



August 2017

Lindsay Davidson, Head of Service, Youth Support