

Job Description and Person Specification

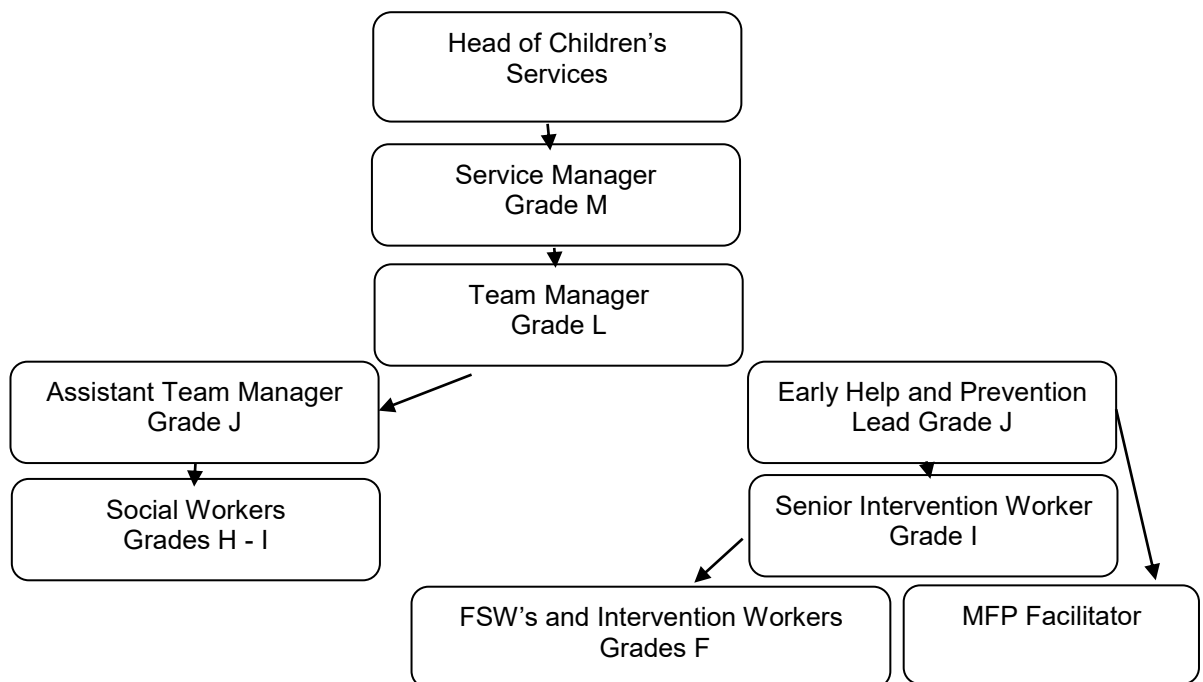
Job title:	My Family Plan (MFP) Facilitator
Directorate:	People
Service:	Children and Family Services
Team:	CAAS
Reports to:	Early Help & Prevention Lead
Post number:	
Salary grade:	F
Work location:	Market Street Newbury

Job Purpose

This post is based in West Berkshire's Contact, Advice and Assessment Service, within early help and prevention services (Early Response Hub and My Family First).

The main purpose of this role is to support the implementation of the My Family Plan which is the early help tool. This support will be provided to the identified lead professionals who are responsible for coordinating the My Family Plans for West Berkshire children and their families.

Structure Chart



Main Duties and Responsibilities

More specific duties and responsibilities include:

- To work directly with West Berkshire schools with the training, development and use of West Berkshire's early help Tool; My Family Plan (MFP).
- To embed MFP into every day practice, as part of the Universal early help offer.
- To promote earlier identification with an offer of advice, support and direct interventions at the earliest opportunity.
- Provide training and guidance to schools on My Family Plan and how to use the tool for early help support.
- Provide a dedicated mentoring and consultation provision for schools, where children and their families have been identified as requiring additional help and support in the community.
- Provide new opportunities for the community co-ordination of My Family Plans, as a way to identify and support children in need at the earliest opportunity.
- In partnership with Children's Services, My Family First support the provision of Group Supervisions to help support schools to develop plans, access early help resources where My Family Plans have got stuck or could be more effective in promoting change with and for the family.
- Provide intensive work, with schools, which would include:
 - Mentoring identified Family Support Workers in schools re the use of the Early Help plan.
 - Attend meetings in the community at schools and hubs.
 - Weekly liaison with schools, on which families are identified as benefitting from a My Family Plan.
 - Liaison with other agencies, for example adult services or the housing department, where difficulties in these areas are impacting on the progress of My Family Plan.
- Monitoring outcomes measured by the family's progress on the My Family Plan over a minimum of six months.
- Supporting people to use self -help tools as appropriate – this could include referrals forms, or wellbeing assessments that support people to identify their own strengths and assets in order to resolve their issue themselves.
- Advising parents/professionals on referred concerns of a specific nature for example parental disputes over contact arrangements for children which require signposting to more appropriate

services outside of Children's Services.

- Where required, undertaking visits to families to complete a specific piece of intervention.
- Where required, signpost the individual to relevant community-based and preventative services
- Where appropriate email or post written information, provide introduction to the relevant service and provide follow up
- When further Children's Services input is required, ensure appropriate information is passed to the relevant team for action
- Invite customer feedback. Have an awareness of and be able to discuss the complaints procedure and advise people appropriately if they wish to complain
- Be able to identify if a child is at risk
- Analyse and appraise work and personal development through discussion, supervision and annual appraisal with line manager. Have a commitment to ongoing personal development to meet the requirements of the role.
- To maintain client records on the database, i.e. CareDirector. Adhere to GDPR legislation and confidentiality.
- Communicating with updating and sharing information with agencies, where proportionate and necessary.
- Creating documents, reports and correspondence from information provided

Scope (impact on/control of resources, people, money etc)

This role does not have supervisory or budget responsibility

Person Specification

Qualifications	Essential/ Desirable	Internal use only
GCSEs Grade C/5 or above	E	1
A level equivalent education / NVQ3 or above	D	1
Experience		
A minimum of two years' experience working with children and families.	E	1
Evidence of continued professional development	E	2
Experience of communicating with a wide range of people both public and professionals	E	3
Able to confidently communicate with people with differing requirements	E	4

Self-sufficient in planning and organising own work, including recording, storing and retrieving required data and information.	E	5
Experience of collating information for referrals or ability to demonstrate the skills required	E	6
Knowledge and understanding		
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding of, children at risk.	E	1
Understanding of current policies, work practices within children's social care.	E	2
Understands and complies with legislative and policy framework of children's social care	E	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Ability to prioritise tasks and work on own initiative against deadlines and within agreed performance framework	E	2
Excellent communication and negotiation skills	E	3
Analytical and problem solving skills	E	4
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	5
Proven ability to work as part of a team	E	6
Good organisational and planning skills.	E	7
Ability to write appropriate reports and keep documentation up to date	E	8
Work-related personal qualities		
Customer/Client relationships; focuses on customer satisfaction and delivers a quality service to the agreed standards.	E	1
Interpersonal skills; works effectively with individuals, teams, clients and staff. Supporting others and showing clear personal values in line with those of the organisation	E	2
Adapting and coping; adapts and responds well to change. Manage pressure effectively and copes well with set backs	E	3
Analysing, interpreting and judging; thinks analytically, ability to solve complex problems and issues, makes rational, realistic and sound judgments	E	4
Planning and Performing; plans ahead and works in a systematic and organised way. Follows direction and procedures	D	1
Other work-related requirements		
Must hold a current driving licence and have access to a car. The post holder will be driving daily across the borough undertaking visits.	E	1
May be required to work outside normal office hours.	E	2
Enhanced DBS Check?	Yes	N/A
Politically restricted post?	No	N/A
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	2