



Dudley Lodge Safeguarding Children Services
Dudley Lodge Family Assessment Centre - 143 Warwick Road, Coventry, CV3 6AT
Bonner House – 172 Sellywood Road, Bournville, Birmingham, B30 1TJ

Job Description & Personal Specification	
Job Title:	Bank Family Assessment Worker
Grade:	£12.62 - £15.09 per hour (Scale point 8 – 20)
Hours:	<p>Zero hours contract – on a “as and when” basis –</p> <p>We are looking to recruit to expand to our existing friendly team of Bank Family Assessment Workers, Bank workers shifts can consist of working more flexibly, our centres will allocate shifts, Bank workers can then request to work these shifts when they become available. We are happy to accommodate shorter hours for example working 9:00am – 3:00pm or 6:00pm – 10:00pm, where business needs can facilitate this. We do ask our Bank Family Assessment Worker team to be able to work a regularity of shifts through each working month to ensure they are keeping themselves up to date with mandatory training, service users, policies and procedures.</p> <p>Our permanent daytime staff work on a 4-week rolling rota including weekend working, Permanent workers shifts will consist of a mixture of ‘earlies’: 7:30am – 3:00pm and ‘lates’ 2:30pm – 10:00pm, we also have a team of Permanent Waking Night Family Assessment Workers who work 9:30pm – 7:30am.</p> <p>Due to be a 24-hour operation, we have the flexibility for our Bank Family Assessment Workers to work more flexible, to either work similar shifts as our Permanent staff, or options to work shorter hours.</p>

Is the post exempt from the Rehabilitation of Offenders Act? Yes
 Does the post require a DBS check? Yes

Our Commitment Statement

Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.

Dudley Lodge strive to provide an inclusive working environment and experience, where employees can bring their best, and authentic self to work. Where difference is recognised, respected, valued, and celebrated.

Our approach to inclusion and diversity is rooted in listening, learning and acting. This includes conducting ongoing listening forums across the company, the implementation of Inclusion & Diversity talking/support groups, workshops and training, good quality supervision, surveys and collaborative working parties. All with the core aim to receive honest feedback, reflect and continuously strive to be the best that we can be.



Dudley Lodge

safeguarding children services

Job Description:

Duties and Responsibilities

1. To ensure the safety and welfare of children remains central to the assessment/intervention process.
2. To take an active part in the assessment process regarding children and families - to observe, supervise, record and assess family interaction, child behaviour, parental motivation and parental ability to meet the needs of the child(ren).
3. To provide a service that values and respects the strengths, experiences and background of the families.
4. To take an active part within team meetings in reviewing and developing the practices and provision within, and resources available to, the centre.
5. To use common sense and sensitivity in challenging and teaching parenting practices.
6. To provide structured feedback to parents during and at the end of each shift.
7. To plan and prioritise workload effectively within established timeframes and ensure that all written recordings meet required deadlines.
8. To assist with childcare duties as required.
9. To liaise with managers, and source other agencies/resources as appropriate.
10. To work as part of a team to provide a culturally sensitive service for children and their families.
11. To promote and maintain equal opportunities and anti-oppressive practice within the work environment.
12. To observe and implement Child Protection Procedures and the Centre's policies and procedures.
13. To participate fully in training and supervision, identifying training courses relevant to role and personal development.
14. To be aware of health and safety responsibilities at work.
15. If you have observed a specific incident, to provide evidence in court, if required.
16. To undertake other duties as identified by the Centre & Deputy Managers, Team Case Managers or Quality Assurance Manager.

Title of post to which this job normally reports:

Team Case Manager/ Quality Assurance Manager

Supervision



Supervising Officer Job Title: - Team Case Manager or Quality Assurance Manager

Number and type of staff to be supervised:

None.

Special Conditions:

Post holder is required to work shifts, including weekends and Bank Holidays and to 'sleep in' (if required), at the Centre

All staff are expected to work in a flexible way to cope with the needs, demands and requirements of the Centre

The Dudley Lodge Centre is based across three floors and the Bonner House Centre is based across 2 floors staff will be required to access the floors via stairs. Assessments and observations will take place throughout the centre and in the case of a fire alarm staff may need to assist babies and families down the stairs to safety/fire assembly point.

Use of personal phones/cameras are restricted to certain areas of the building

Observance of the Centre's Equal Opportunities Policy will be required, and to work at all times in accordance with all the Centre's policies and procedures

Failure by a member of staff to report actual or suspected physical or sexual abuse of a child by another member of staff or other person having contact with the child may constitute a disciplinary offence.



PERSONAL SPECIFICATION

JOB TITLE: CHILDREN & FAMILY WORKER

Method of Assessment Key -

A.F. = Application Form:

I = Interview,

T = Test or Exercise

CRITERIA	JOB REQUIREMENTS	Method of Assessment
Experience (Relevant work and other experience)	Cultural/Gender sensitivity. Working on own initiative. Proven reliability record. Working directly with adults or families.	I AF/I AF/I AF/I
Skills and Ability e.g. written communication skills, dealing with the public etc.	Communication skills verbally and ability to express in written form. Good IT keyboard skills Patient and calm personality. Able to defuse volatile situations. Able to empathise with vulnerable children and their families. Listening skills. Able to work as member of a staff team. Working with adults or parents. Building professional relationships with service users.	I/T I I AF/I I AF/I I AF/I
Training	Experience/knowledge of other cultures. Child development and needs. Willingness to undertake training.	AF/I AF I
Education/Qualifications NB: full regard must be paid to overseas qualification	Prepared to work to achieve at least NVQ Health and Social Care	AF/I
Other	Prepared to work shifts, including weekends, Bank Holidays	I