



Dudley Lodge

safeguarding children services

Centre Addresses:
Dudley Lodge Family Assessment Centre
143 Warwick Road, Coventry, West Midlands CV3 6AT
Bonner House Family Assessment Centre
172 Sellywood Road, Bournville, Birmingham B30 1TJ

Tel: +44 (0) 2476 50 28 00

Website: www.dudleylodge.co.uk
Email: safeguarding@dudleylodge.co.uk

Job Description & Personal Specification

Job Title:	Senior Family Assessment Worker
Grade:	£29,863 - £33,144 (Scale point 21-28)
Hours:	37.5 hours

Is the post exempt from the Rehabilitation of Offenders Act? Yes

Does the post require a DBS check? Yes

Our Commitment Statement

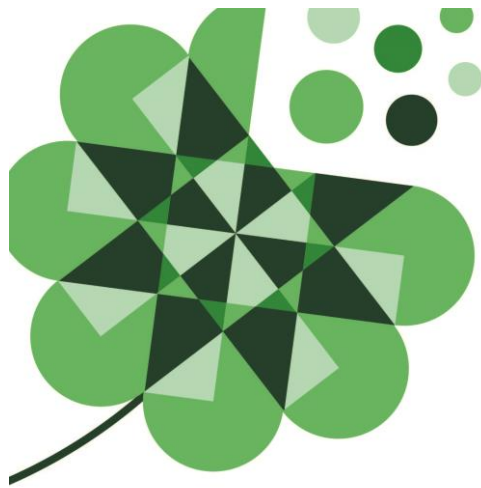
Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.

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.

Introduction

- To work with families on a day-to-day basis, observing and recording the parents' abilities to meet the immediate safety and care needs of their children. This will be completed through daily observations.
- To ensure parents/carers prioritise the safety and welfare needs of their children
- To create a supportive learning/re-learning environment for parents and children



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- To provide childcare for children whilst their parents/carers attend Groups and Individual Sessions
- Following training, to take lead responsibility for the playroom groups that will take place, these will include but are not inclusive to Baby Massage, Baby Sensory, Messy Play, Musical Babies and HUB sessions.

Benefits of working at Dudley Lodge:

- Shift patterns that make your commute calmer and quicker.
- Training Opportunities
- Staff wellbeing events throughout the year
- Team building days
- Employee Assistance Programme – this is a scheme run by Dudley Lodge for its employees. It enables staff to gain access to qualified advisors for a wide range of services day or night.
- Health Shield - After 1 year's continuous employment, you can opt for free cover under this Cash Plan policy.
- Auto-enrolment to a pension scheme with Standard Life if earning £833 or more per month, Dudley Lodge contributes 5% towards your pension, also matching additional employee contributions up to 7.5%. The company will increase its contribution to 10% after an employee has reached their 10 years' service, on condition employees contribute the same.
- Life Assurance - Group Life Assurance Policy with Canada Life. The scheme provides a tax-free benefit to all permanent employees, paying a lump sum amount of 2 x salary in the event of death in service.
- Free tea, coffee, water and fruit for all staff
- Continuous training and professional development opportunities
- Enhanced holidays:
 - 22 days plus 8 bank holidays – up to 5 years continuous employment
 - 27 days plus 8 bank holidays – up to 10 years continuous employment
 - 32 days plus 8 bank holidays – over 10 years continuous employment
- Flu Vaccine: For Staff that do not qualify for the flu vaccine through the NHS
- Bike (Cycle) Scheme: Staff can purchase a bike (max, £1000 or 50% of monthly contractual salary). The employee cycle loan request form should be completed for validation.
- Long Service Awards: We value our staff and to show recognition we offer long service award

Dudley Lodge is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.

We are an equal opportunities employer and welcome applications from all suitably qualified persons.

All posts are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and so are not subject to disclosure and should not be taken into account. Further information about this can be found on the DBS website or at Nacro.

This post is subject to medical clearance and an enhanced DBS disclosure.



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Job Description:

Personal Skills & Characteristics

- 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.

Duties and Responsibilities

Main 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.



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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 Service and Registered Manager, Team Case Managers or Office Manager.
17. On call duties, during the weekday and weekend as required by the Centre needs.

Senior Family Worker additional duties:

- Take lead responsibilities for a variety of groups on a day-to-day basis. These groups will include, but not inclusive of the Freedom Programme, Self-Development Group, Protection Group, Well-Being Group, Parenting Skills, Life Skills and Relationship Group.
- The Senior Family Assessment Worker will be responsible for ensuring the groups are maintained and kept up-to-date, taking in account relevant research and legislation.
- Have link worker responsibilities. The Senior Family Assessment Worker will complete at least one weekly in-depth individual session with each of their allocated families, attend their target setting sessions and attend Review Meetings, Child in Care Reviews etc., when and where appropriate. They will be required to provide feedback to other professionals.
- Complete assessments in respect of parents/carers abilities to implement change and the likelihood that this will be sustained, ensuring that the child/ren remains paramount of these assessments.
- Complete clear and thorough recordings for all group and individual work completed with families. These recordings should reflect the individual needs of the family and provide analysis of the work that is completed.
- Oversight of the rota and Centre planners.
- Support Team Case managers with oversight of case in their absence.



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- To manage a staff team (numbers to be agreed dependent upon experience), effectively and efficiently. This will include: -

Developing and managing a Performance Management process for the staff team,

To provide 'on-call' advice, guidance and support for staff members, on a rota basis in conjunction management.

To provide training/mentoring/supervision to develop and sustain standards of performance and service,

To work on own initiative and judgment whilst actively engaging as a team member with co-workers,

Title of post to which this job normally reports:

Team/Case Manager

Special Conditions:

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

Dudley Lodge operates a non-smoking environment for staff members.

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.



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Assessments and observations will take place throughout the centre and if 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.