



## **JOB DESCRIPTION**

### **Independent (Self-employed) Family Group Conference Co-ordinator**

Service Area: Children Social Care and Learning Directorate

Self-employed Contractor basis

Responsible to: Family Group Conference Service Manager

Primary Purpose: To support and facilitate children, family members and professionals from a variety of agencies to attend and participate in a Family Group Conference in order to devise a safe sustainable agreed plan to enable the child/young person to remain safely within their family care.

The Family Group Conference Service has been established in Buckinghamshire County Council since 2007 and is a valued and embedded service, which works collaboratively with key partners, children, family and extended family members to achieve the best outcomes and sustainable solutions for the children, young people and families we were set up to serve, in line with the Children Act 1989. The FGC Service works creatively to ensure that the child's voice is pivotal to the decision making process that have an impact on their lives and indeed those of their family within a variety of settings including Early Intervention, Child Protection, Children in Care, Contact, Domestic Abuse, Alcohol and Drug Misuse, Foster Breakdown, Children as Young Carers etc.,

The Family Group Conference Service prides itself on its high practice standards and the expertise of the Independent Family Group Conference Co-ordinator Team, who are the Ambassadors and indeed Champions of the Service, promoting best practice, collaborative working, positive, safe and sustainable outcomes for children and their families.

#### **Main Duties and Responsibilities:**

1. To ensure that all family members are provided with all the relevant information regarding the reasons why the Referrer has made the Family Group Conference Referral.
2. To ensure the referrer is clear of the expectations of their role within the Family Group Conference process, including the need for them to be present at the Information Stage of the Conference and indeed finalising and agreeing the Plan at Stage 3.
3. To undertake exploration with the child/young person, family and extended family members the key participants for the Family Group Conference, ensuring that both maternal and paternal family members are included. Family members will only be excluded from attending a conference if there are valid reasons which would impact on safety of other family members and indeed professionals.
4. To work with the family/child/young person through face to face meeting to identify, prepare and invite all relevant participants to the Family Group Conference in advance of the

meeting. To manage constructively and address any conflict which may be present in this process to ensure that the FGC is safe for all family members to attend.

5. To ensure through the preparation stage of the Family Group Conference that the family, extended family and indeed professionals understand the role of the Monitor of the Plan, and to consider with the family, before the FGC take place, who within the family would be able to undertake this role.
6. To work collaboratively with the Referrer and other key professionals/agencies to identify, prepare and invite all relevant participants to the Family Group Conference in advance of the meeting. Initial face to face meeting with all key professionals are required to be undertaken by the Co-ordinator. To manage constructively and address any conflict which may be present, therefore ensuring the FGC is safe for the professionals to attend.
7. To ensure that all those involved are clear about his or her role responsibilities within the Family Group Conference, both at the beginning and throughout the on-going process until the final FGC Review has taken place.
8. To identify any issues relating to ethnicity, culture, language, gender or religion and respond appropriately in order to enable a positive outcome.
9. To identify and request information or additional resources the family may require in order to guide or assist their plan, ensuring that all such information is provided in a clear and jargon-free way.
10. To meet face to face with the child/young person in order to establish their feelings and wishes and consider how these feelings could be best shared at the Family Group Conference. The child/young person voice is pivotal to the outcomes of the FGC process and should be kept at the forefront of the process at all times by the FGC Co-ordinator.
11. To share and discuss the Social Worker's FGC Referral with the family and wider family, having ensured that the child/young person/family have agreed that the contents can be shared.
12. To share and be clear with the family and extended family members through the preparation process and indeed at the Family Group Conference itself, the possible outcomes/decisions which will be taken by Children's Social Care Services should the concerns/issues not be addressed safely and adequately within the Family Group Conference process by the family?
13. To ensure that the Family Group Conference is held within agreed timescales (4-8 weeks) of the case being allocated to you.
14. To arrange a time and venue for the meeting that best suits the family and indeed professionals and ensure that transport, childcare and refreshments positively support the process.
15. To prepare all the family members and professionals to take part constructively, showing respect, understanding for each other's views and situation.
16. To chair the information giving stage of the Family Group Conference – outlining clearly the concerns and changes which need to take place.
17. To facilitate the private family planning stage.

18. To help clarify and, if necessary, support the family in recording their plan. To ensure the plan contains monitoring and review arrangements. Ensure that a date and time is set at the Third Stage of the Conference for the FGC Review.
19. To seek the views of involved agencies as to whether the plan will provide for the care and protection of the child/young person and whether the resources requested can be provided. Ensure the Referrer and indeed the child/young person and family members all agree with their FGC plan at this stage.
20. To type up the family's plan within three working days of the Conference taking place, quality assure the plan through the FGC Manager before it is sent out to the Social Worker and family members.
21. To set up and chair the Family Group Conference Review ensuring through additional preparation that the Referrer and the Co-ordinator have met to discuss any possible updated information which may need to be included within the FGC Review Process. Meetings or discussions with key family members need to be undertaken prior to the review by the FGC Co-ordinator.
22. To seek the views of family and referrers in order to evaluate the service.
23. To be aware of the Council's aims, organisational values and behaviours and their impact on this post.
24. To participate in the Council's performance management processes.
25. To carry out the duties of the post in accordance with the Council's diversity policy.
26. To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

This job description is not exhaustive, and will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

27.04.2017