

JOB DESCRIPTION

JOB TITLE:	Independent Family Group Conference Co-ordinator
DIRECTORATE:	Children, Young People and Families
SECTION:	Corporate Parenting
REPORTS TO:	Benu Redey, Lead Co-ordinator, Oxfordshire Family Group Conference Service

JOB PURPOSE:

To help families who are in need of professional support arrange a Family Group Conference and create a Family Plan that will promote the welfare of their children and young people.

• **MAIN ACCOUNTABILITIES:**

- To discuss referrals with the Lead Co-ordinator and the referring agency.
- Maintain close liaison with the relevant professionals with the family to ensure a full understanding of the professional's plans and concerns. To identify and request the information the families need to make decisions.
- Visit the child/ young person their family and the extended family to explain what a Family Group Conference is and what its purpose is.
- Identify with family members who should attend the Family Group Conference.
- To help the family share what their concerns are and what questions they want answered by other family members and Social Services.
- Help the family members state what their intentions are and what they are prepared to do to help the child/ young person.
- Help the family members look at a various family options and prioritise these.
- Cater for the cultural, linguistic, religious and ethnic needs of the family when setting up a Family Group Conference.
- Arrange a suitable neutral venue that will meet the needs of the family.
- Arrange the meeting at a suitable time for all family members which maybe in the evening or at weekends.
- Ensure the participation of the child and young person in the decision making process of the Family Group Conference.
- Arrange for an advocate for the child/ young person if necessary.
- To empower family members to ask the necessary questions and then make decisions.

- Raise Child Protection concerns where necessary.
- Complete introductions and negotiate ground rules at the beginning of the Family Group Conference.
- Chair the Family Group Conference in the information sharing and agreeing the plan parts of this meeting. Ensure that the family members have all the necessary information before they start private family time.
- Manage difference of opinions in the Family Group Conference constructively.
- Be available to provide clarification of information where necessary.
- Check the family plan clarify this if necessary and negotiate any agreed additions.
- Arrange dates for Review Family Group Conference.
- Arrange for the circulation of the Family Group Conference via the admin support.
- Participate in research and evaluation of the service seeking out the views of the people who took part and making any agreed changes to the service.
- Attend training, supervision and monthly peer support with other co-ordinators and be open to new learning and developments in the service.

DECISIONS MADE:

- Who should attend the Family Group Conference
- Where the Family Group Conference should be held
- Whether the Family Group Conference should go ahead
- The structure and content of the Reports for the Family Group Conference

CONTACTS:

Lead Co-ordinator - Family Group Conference
 Social Worker
 Key relevant welfare professionals
 Family Members

RESOURCE CONTROLLED: *(staff managed, budget controlled or budget impacted)*
 N/A

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
1. Qualifications	<p>Relevant professional qualification in Social Care, Health or Education qualification equivalent to NVQ level 4 or HNC, HND or Bachelor's Degree.</p>	
2. Relevant Experience	<p>Experience of working directly with children and their families to promote their welfare.</p> <p>Experience of dealing with child protection issues.</p> <p>Working with families in group situations to resolve relationship difficulties.</p> <p>Experience at empowering young people and children to participate in the decisions made about them.</p> <p>Experience at helping parents and the extended family state the viewpoints and opinions whilst receiving professional support.</p> <p>Experience of dealing with disagreements and managing conflict.</p> <p>Working with families from different linguistic, ethnic, cultural and religious backgrounds.</p> <p>Experience of forming plans for children in need.</p>	
3. Skills and Abilities	<p>The ability to communicate and engage effectively with clients to ensure their understanding of the Family Group Conference Service.</p> <p>To negotiate and mediate between family members to facilitate the drawing up of a Family Plan.</p> <p>The capacity to be persistent and assertive in order to set up a Family Group Conference.</p> <p>The skill to promote the value of Family Group Conference to clients and professionals.</p> <p>The ability to organise a meeting within tight timescales and to manage the</p>	

	<p>practical and administrative tasks of a Family Group Conference to the approved standards.</p> <p>The capacity to remain impartial throughout the Family Group Conference process.</p> <p>The ability to listen empathetically to the needs of clients particularly young people.</p> <p>The skill of empowering young people and children to participate in the decisions that are made about them.</p> <p>The capacity to work flexibly and creatively.</p> <p>Ability to present information clearly both verbally and in writing and to record accurately.</p> <p>The skill of promoting anti discriminatory practice and diversity.</p>	
<p>4. Style and Behaviour</p>	<p><u>Core Behaviours</u></p> <p>Respect for Others Is Honest even in difficult situations. Actively promotes diversion and inclusion</p> <p>Self Confidence – Enjoys challenges. Appears calm and confident in high profile, high risk situations. Remains calm and even-tempered, demonstrates assertiveness rather than aggressiveness when responding to challenging situations.</p> <p>Team Work and Co-operation – Works co-operatively with others.</p> <p>Customer Focus – Adds value. Maintains communication & actively seeks customer feedback even after the service is delivered to build in service improvements. Takes action to exceeds the customer’s expectations.</p> <p>Planning and Organising– Plans & prioritises. Monitors and assesses progress against plan.</p> <p>Problem solving and decision making– Thinking outside the box. Breaks a problem into its constituent parts and considers the issue from a range of different angles.</p>	

	<p>Striving for Excellence – Improves performance. Pursues goals with enthusiasm and is not discouraged by failures. Acts decisively to improve performance.</p> <p>Initiative – Anticipates and challenges status quo. Challenges accepted/traditional methods to create new opportunities.</p> <p>Effective Communication – Actively listens and shares. Is always approachable and receptive and responds appropriately. Adapts communication style to suit a variety of different audiences. Checks understanding and presents message in different ways to enhance understanding.</p> <p>Partnership Working – Works proactively. Is able to build rapport with people outside the team in order to deliver services jointly. Works to avoid conflict and harness energy.</p> <p>Negotiation and Influencing – Calculates the impact of approach. Considers the best style or tactic to use for a given person, audience or situation (e.g. simplify technical language for those outside the technical expertise area). Considers the impact on others of words and actions and adapts style accordingly.</p>	
<p>CRB Required (please indicate the legal reason for CRB – if in doubt discuss with HR)</p>	<p>A full CRB is required.</p> <p>All the below are part of style and behaviour</p> <p>Self Confidence – Uses judgement about when to challenge others and determine and when to keep quiet. Speaks directly to others about sensitive issues, but does so politely, even when their intervention may be unwelcome.</p> <p>Team Work and Co-operation – Encourages and puts ideas forward for new, better, faster ways of doing things.</p> <p>Customer Focus – Is solution focussed and will think creatively to meet customer requests.</p> <p>Planning and Organising – Realistically assess can be achieved on a planned basis, and works to achieve it.</p> <p>Problem solving and decision making – Can sift a lot of information quickly, evaluate the implications of different solutions and select most appropriate course of action. Comes</p>	

	<p>up with new and innovative approaches to tackling problems.</p> <p>Striving for Excellence – Is self critical and wants to improve against own past performance. Proactively learns new skills and develops self for current role and future progression.</p> <p>Effective Communication – Communicates to people who are indirectly affected as well as those directly involved.</p> <p>Partnership Working – Demonstrates understanding of other parties' aims and gains their support to work together to achieve common goals.</p> <p>Negotiation and Influencing – Calculates the best way of appealing to another's interests or reason in order to get them to change their view and tailors approach for optimum effect.</p>
<p>Work Related Travel (please indicate as appropriate)</p>	<p>Ability to travel around the county</p>
<p>Health & Safety Risk Assessment (please indicate which are applicable)</p>	<p>Regular exposure to mental pressures and demands Visual Display Equipment – regular use Risk of verbal abuse Risk of physical assault Working alone</p>