

## Family Worker – Prisoner’s Families



### **Main**

To deliver a range of interventions and activities to children aged 5-18, One-to-one support for children to discuss their feelings regarding contact with their parent in prison. This offers a confidential outlet for them to share/disclose their true feelings/access additional support. Offering children's support group aims to reduce isolation and increase the feeling of community and commonality. Facilitating supervised letterbox contact for children for whom face to face contact is not possible. Providing advice for families on what to tell children about imprisonment. Accompanying children on prison visits. Supporting the parent in prison to maintain a positive relationship. Groups to support the wider family including family links nurturing programme. Training for other professionals around impact of family imprisonment.

### **SCOPE OF JOB AND FOCUS OF ROLE**

- Service Delivery – 85%
- People Management and Relationships – 5%
- Sustainability and Business Development 5 %
- Finance and Resource Management – 5%

### **TERMS & CONDITIONS**

#### **Contract Type**

This is a fixed term contract until 3<sup>rd</sup> January 2027.

#### **Salary**

£26,455.00 pro rata per annum, this salary is equivalent to PSS Fixed point 32.

#### **Disclosure**

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

#### **Hours**

21 hours per week worked over 3 days between Monday to Friday.

#### **Location**

PSS Head office, Eleanor Rathbone House, 24 Derby Road, Liverpool, L5 9PR

#### **Annual Leave**

27 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

#### **Pensions**

PSS operates an Occupational Pension Scheme with The People’s Pension.

#### **Conditions of Service**

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.

- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

## **KEY RESPONSIBILITIES**

### **Service Delivery**

Provide professional assistance to the Specialist Practitioner regarding the monitoring and delivery of the in line with the Project Action Plan and the regional and organisational plans.

To complete person-centred assessments and action plans for support while considering levels of need and risks.

To directly plan and deliver a range of holistic activities through 1:2:1 interventions and group work sessions across various locations in the Liverpool City Region.

To ensure that all activities/ interventions are undertaken in accordance with policies and procedures.

To facilitate letter box contact between children and their parent in prison as a way of supervised communication.

To take children on prison visits when appropriate and all other options have been explored.

To ensure that the service users needs and wishes are respected and addressed appropriately.

To refer and signpost the children and family members towards other resources within the community.

To work with all service users to support their involvement and feedback in all aspects of the project planning, monitoring and review.

To maintain all case records and other documentation using case management systems and contribute to the collation of data required for quality monitoring purposes.

To ensure that both Local Authority and PSS Safeguarding policies, procedures and protocols are understood by yourself and others within the project.

To liaise with a wide range of agencies and professionals who are working with service users to ensure consistency and promote communication.

## **People Management and Relationships**

To work closely with the Specialist Practitioner, service leads, social work students and colleagues within the Strengthening Families team.

To help the project build good relationships and networks with agencies in the field to share best practise and develop opportunities for partnership working.

## **Sustainability and Business Development**

Actively engage in the Performance Management and Development Framework and utilise the framework to reach their performance and development objectives.

Share the PSS visions and values. Actively support the development of a learning culture within the Strengthening Families teams. Develop a clear understanding of their role, service objectives and obtain the skills, knowledge and experience they need to meet those objectives.

Support the implementation of PSS's commitment to health and safety and promote health and wellbeing for all staff.

## **Finance and Resource Management**

Support the business to fully maximise the use of resources by ensuring that all material and financial resources, within the remit of the position are managed efficiently and effectively.

## **SERVICE SPECIFIC RESPONSIBILITIES**

Assist in the preparation of performance and monitoring reports internally and to service commissioners in line with the projects social and business objectives.

Actively engage in project fund raising and networking activities and research that could increase the project local influence.

## **ADDITIONAL DUTIES**

1. To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.
2. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

## **JOB DESCRIPTION**

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

**Person Specification:**

**Family Worker**

<b>Requirement</b>	<b>Essential</b>	<b>Assess from:</b>
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
<b>Attitude</b>		
Self motivated able to work on their own and collaboratively as part of a team	E	A, I
High level of personal integrity and courage	E	A, I
Service user centred with commitment to equality and diversity	E	A, I
Strives for continuous improvement and development in themselves, their professional knowledge and the delivery of service	E	A, I
Commitment to, and demonstration of, organisational behaviours and values	E	I
<b>Knowledge</b>		
Children's Services policies and legislation and procedures for safeguarding children and vulnerable adults.	E	A, I
The needs of and issues affecting children and families with complex needs and parental imprisonment.	E	A, I
Theory in relation to the family, family functioning and children's/ young people's development	D	A, I
<b>Skills</b>		
Excellent influencing and relationship building skills and strong organisational and planning skills	E	A, I
Demonstrates highly effective oral and written communication skills including the ability to use computer technology	E	A, I
Ability to work in and challenge the lifestyles of, families with complex needs	E	A, I
<b>Experience</b>		
Experience of working with children, young people and whole families affected living with adverse experiences.	E	A, I
Planning and delivering group work support services for children, young people and adults	E	A, I
Working as a member of a team and providing one to one intervention with children, young people and adults	E	A, I
<b>Qualifications and Training</b>		
Level 2 Diploma or comparable qualification e.g. Social Care, Social Work, Psychology, Children & Families work	E	A, I
Counselling qualification	D	A, I
Family Work qualification	D	A, I
Current full driving licence and use of a car	E	A, I