

**Role Profile**

<b>Job Title:</b>	<b>Family Group Conference Coordinator</b>	<b>Grade:</b> 8	<b>Spinal column point range:</b> 26-28
<b>Department:</b>	Children & Families	<b>Post no:</b>	
<b>Directorate:</b>	Children’s Services	<b>Location:</b>	<b>Perceval House</b>

<b>Role reports to:</b>	<b>Practice Manager – FGDM Service</b>
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	<b>None</b>

*This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.*

**JOB DESCRIPTION**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain an enhanced Disclosure and Barring Service (DBS) check.

**PURPOSE OF ROLE:**

- To work as part of a multidisciplinary team providing consistent, timely, quality and cost-effective support so that Families come together to participate in decision making and planning processes which can increase the safety, wellbeing and development of children.
- To empower families to utilise their knowledge, skills and resources to make safe plans for their children.
- To use the Family Group Conference (FGC) model to engage with families in Ealing.
- To use knowledge of the FGC Model to prepare and deliver Conferences and review as necessary.
- To improve outcomes for young people, enabling them to have security, stability and to develop in all aspects of their lives and to remain, where possible within their family/family friend network.
- To promote the FGC offer within the community and to colleagues by being part of an FGC duty system and attending community events.

- To offer advice to parents and professionals about FGDM.
- To have some knowledge of statutory work including Child in Need, Child Protection, Children Looked After, including Leaving Care and Proceedings work (Public Law Outline (PLO)).
- To keep up to date with new professional developments at both local and national level
- To implement Ealing’s equal opportunities policies and to work actively and as directed to overcome and prevent discrimination on grounds of race, sex, disability, sexuality or status. To uphold and comply with the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation and Ealing policies and procedures relating to health and safety at work.
- To carry out other such duties that may be required to meet the needs of the service.
- The post holder will report to the Practice Manager on overall operational issues.
- The post holder will receive direct supervision and be line managed by the Practice Manager.

This service will lead on integrating Family Group Decision Making as part of the support on offer to families in Ealing. With the aim of preventing family breakdown and children remaining with their parents wherever possible, identifying alternative care within the extended support network when this is not possible, or rehabilitated to the care of the family after a period in local authority care.

It is expected that there will be some evening and/or weekend work at times where this is deemed to best support the family.

This is a hybrid role:

- 3 days a week office based whilst undertaking visits in the community
- Up to 2 days home based whilst undertaking visits / holding online sessions
- There is an increasing service need to have the FGC team present in the office, so that we are accessible to other teams

**KEY ACCOUNTABILITIES:**

- To initiate and sustain active engagement with families to help them explore and identify the issues impacting negatively on family life and their child’s development, resulting in possible family breakdown or a child not being able to return home if they are a child in local authority care.
- To prepare, organise and deliver Family Group Conferences as a time-limited intervention with the use of a variety of listening, counselling, PACE, and group work skills.
- Supporting families as a collective group to self-identify the concerns, their strengths and what and who within their network can meet a particular need. Whilst supporting families to identifying when mainstream or specialist services are best placed to meet the need, i.e. RISE for alcohol dependency.

- Direct work with children to ensure that they can contribute towards their FGC, thinking creatively about how this is achieved whilst keeping the child’s needs as the focus
- Facilitate and run the FGC, ensuring that all voices are heard, this will require highly skilled communication, confidence in facilitating small and large group discussions, and supporting the group to create a plan that keeps the child at the centre
- As part of a team, reflect on health and safety issues when considering the running of the FGC and implement reasonable adjustments when needed
- To promote the integration of Family Plans into the overall plans made for children and their parent/s, by their social worker.
- Ensure that work is completed in a timely manner and in accordance with the FGC workflow timelines.
- To work in close partnership with the main professional involved with the family with the aim of delivering an FGC that identifies ongoing and accessible family, and community support. And when needed social care support that is targeted and time limited, unless under a kinship arrangement for permanency.
- To identify and develop new initiatives and expand existing services to better meet the needs of children, young people and families.
- Attending professionals’ meetings with the referring team and completing jargon free and family friendly working documents that aid families to address the concerns directly at the FGC.
- Being part of an FGC Duty rota delivering advice and information to families about FGDM. Offering advice to colleagues and when invited, attending Family Network Meetings run by the main practitioner attached to the family.

This team aims to support families to identify their own strength, resources and support to meet the needs of their children/young people. Supporting children/young people, whenever possible, to either remain with their parents or live within the care of their wider family network.

It is expected that there will be some evening and/or weekend work at times where this is deemed to best support the family.

There will be posts that focus on working with families:

- At the Front door with shorter timelines
- Family Help, Child Protection
- PLO and Court stage with shorter timelines
- In the adolescent and children looked after space.

**KEY PERFORMANCE INDICATORS:**

- Reducing family difficulties for those families referred to the team; this may include:

<ul style="list-style-type: none"> <li>○ Improving family relationships</li> <li>○ Supporting families during periods of crisis</li> <li>○ Matching needs to support</li> <li>○ Reducing domestic violence</li> <li>○ Improving school attendance of young people</li> <li>○ Reducing anti-social behaviour / offending</li> </ul> <ul style="list-style-type: none"> <li>● Prevention of young people becoming looked after when in proceedings but still at home</li> <li>● Successful moves home for young people already looked after</li> </ul>
<p><b>KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):</b></p> <ul style="list-style-type: none"> <li>• Parents and carers of young people opened to Children Services</li> <li>• Relevant professionals working with young people and families referred to the service, including but not limited to: statutory social work teams, schools/alternative provision, Youth Justice Service, Youth Service</li> <li>• Professional colleagues within the team as well as wider Social Care teams</li> </ul>
<p><b>AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):</b></p> <ul style="list-style-type: none"> <li>• The post holder will not hold supervisory responsibility for other team members.</li> <li>• Decisions on financial commitments will be referred by the postholder to their Supervising DTM.</li> </ul>

## Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

**Candidates, please address the criteria marked with (\*\*) only in your application. Please give examples**

<p><b>ESSENTIAL KNOWLEDGE, SKILLS &amp; ABILITIES</b></p> <p><b>KNOWLEDGE AND EXPERIENCE:</b></p> <ol style="list-style-type: none"> <li>1) Knowledge and understanding of the key stages of child development</li> <li>2) Knowledge of a range of interventions used in supporting young people with emotional, social, psychological, environmental, and behavioural needs with specific focus on parenting interventions.</li> <li>3) A knowledge and understanding of the key professional services working with young people and their families in the local area and an ability to form effective</li> </ol>
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- working relationships with these key services. Or if you do not know the local area, a commitment to building on the FGC resources folder used to signpost families to bespoke supports as part of their Family Plan.
- 4) **\*\***Ability to build effective working relationships with children, their families and relevant professionals including showing creativity and persistence in engaging families and children with emotional, social, psychological, environmental, and behavioural needs.
  - 5) Ability to work in a collaborative way within an integrated team setting
  - 7) An ability to assess and analyse parenting needs to offer appropriate individual or group work interventions.
  - 8) Ability to apply a wide range of knowledge and skills to help build family relationships, resource, and resilience so that the welfare of the young person is paramount
  - 9) To understand parenting needs across a diverse community and to demonstrate an ability and commitment to develop parenting interventions that are sensitive and relevant to a variety of communities living within Ealing.
  - 10) **\*\***Ability to organise work and meet deadlines, maintain records, prepare well written reports that are jargon free and family friendly and evaluate work using both paper based and IT methodology with strong attention to detail.
  - 11) **\*\***All FGCs should be in-person; however, you need to be able to facilitate or learn to facilitate a hybrid FGC, which is a combination of in-person and online or accommodate an online FGC at the request of the family group.
  - 12) **\*\***Ability to facilitate and maintain a future focused and solution-based discussion with small and large groups within meetings that could become emotional or contentious. Ability to co-ordinate, facilitate and chair complex meetings.
  - 13) **\*\***Being part of an FGC Duty rota, responding to parent enquiries and making FGC parent information calls for families where there are child protection concerns.
  - 14) **\*\***As part of the FGC Duty rota, responding to social work team enquiries about FGDM and attending online Family Network Meetings run by the main practitioner when there is an immediate need to hold a discussion with a family network. The central aim is to remain family focused, offer an FGC at a later stage and support the main worker by picking up on cues, body language and questions from the personal network.
  - 15) Ability to communicate effectively both verbally and in writing with colleagues, parents/carers and other agencies
  - 16) Willingness to undertake continuous professional development and be willing to undertake further relevant training as required
  - 17) Understanding of and commitment to the Council's Equalities Policy and its implications for employment and service delivery.
  - 18) **\*\***To have good understanding of Family Group Conferences, their aim and ethos
  - 19) Experience of critical thinking and problem-solving skills

- 20) Experience of a family strength-based model of working
- 21) \*\*Gather or be open to learning to gather evaluation and feedback from participants, to ensure the continuation and expansion of the service, with the use of the FGC QR evaluation codes
- 22) Experience of working independently and being committed to the empowerment of families.
- 23) Knowledge of legislation and research in relation to all aspects of work with children and their families; with reference to child protection; children looked after and care planning.
- 24) Knowledge of the various teams and processes within Children and Families
- 25) Ability to take a neutral role whilst relating well to children, young people and their families - to mediate, negotiate and promote family-based problem solving

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION**

- 26) Level 3 NVQ qualification or other relevant qualification at equivalent or higher level. Or relevant work experience
- 27) \*\*Experience of working with families where the children have been identified as having social, behavioural or emotional needs using a range of parenting and child focused interventions.
- 28) Experience of organising and facilitating positive parenting groups such as Webster Stratton, Family Links, strengthening families, Strengthening Communities, or Triple P.
- 29) \*\*Ideally attended the 4-day FGC course run by the Family Rights Group or equivalent training provider and ideally have attended some FGCs in-person, either as a professional, parent or as a member of the parent's support network.

## Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>