

**Children's Links
Job Description**

1. Job Details	
Job Title:	Family Intervention Worker - ICFA
Rank:	5.1
Reports to (Title):	Coordinator
Accountable for (Title):	n/a
Location/Site/Base:	Home based (with some travel)

2. Job Purpose
To work as part of Children's Links to develop and deliver support to children and families to promote safe, beneficial and sustainable child arrangements following CAFCASS Improving Children and Family Arrangements (ICFA) requirements.

3. Role
<p>The role is key in</p> <ul style="list-style-type: none"> • Engaging with families referred by CAFCASS to undertake ICFA work • Deliver direct work with children ensuring their wishes and feelings are heard • Deliver direct work with parents providing support and guidance on preparing for the next steps • Working with families to agree a co-parenting plan • Providing effective administration, monitoring and evaluation

4. Minimum qualifications, knowledge, training and experience required for the post
<p>Relevant Level 3 evidenced with a qualification or equivalent experience</p> <p>2 years' experience in Childcare, Health and Social Care, Psychology, Social Work, Working with Children and Families.</p>

5. Duties	
1.	Safeguard children, young people and adults - access the organisational policies and also the local safeguarding children arrangements.
2.	Adhere to organisational policies, procedures and guidelines
3.	Identify and resolve barriers and resistance to agreeing contact arrangements
4	Work with children and both parents – separately and together - to include one to one, dispute resolution, preparation for contact and observation of contact
5	Improve communication skills of the families
6	Ensure the wishes, views and feelings of the child are listened to and valued
7	Support parents to understand the impact of their separation on the child
8	Support parents spending time with their child – facilitate sessions at a range of venues and in the community
9	Support parents in creating and agreeing a Plan for achievable progression of contact

10	Complete action plans for all families,
11	Complete risk assessments
12	Maintain records of work done with families
13	Complete final reports at end of intervention period
14	Collect and collate information for monitoring and evaluation
15	Signpost service users to relevant services
16	Collect feedback from service users
17	Develop effective partnership working relationships with other services and organisations

6. Skills Required for the Post

Commitment to Children's Links values
 Excellent communication (both written and verbal) skills as well as listening skills
 Ability to develop positive relationships and build trust with families and external service providers
 Good organisational skills
 Dispute resolution skills
 Administration skills
 Relevant ICT skills
 Ability to travel to delivery locations
 Ability to work in partnership
 Ability to identify and focus on the issues

7. Responsibilities of the Post Holder

Responsible for effective service delivery
 Accountable for work with families
 Work requires considerable discretion and judgement
 Confidentiality
 Frequent significant contacts internally and externally

8. Freedom to Act

Need to be proactive and plan and arrange own work to meet set objectives
 Work guided by general procedures and policies, supported by weekly contact with Coordinator
 Need to meet ICFA contract requirements with regard to monitoring and reports
 Required to show initiative in the use of skills related to the work with some discretion and independence under general guidance

9. Effort & Environment

Physical effort / working conditions

This is an outreach role that involves travelling to and from work bases.

Weekend work is required for this role.

Mental effort

The work can be varied and include the need for problem solving.

Moderate pressure to meet external deadlines.

Emotional effort

The families worked with can be vulnerable and in need of support.

10. Specific contract requirements

Work in partnership with other professionals

Enhanced DBS

Follow CAFCASS and NACCC requirements

I declare that I have read the Job Description and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder

Name

Line Manager

Name