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| **Title:** | Children and Families Support Worker |
| **Area:** | CYP Service |
| **Reporting to:** | CYP Team Leader  *All paid members of staff are accountable to the CEO, and ultimately the Trustees of TDAS* |
| **Service:** | Salford CYP Team |
| **Place of work:** | Salford |
| **Hours of Work** | 24 hours per week |
| **Salary/scale:** | Starting £16,785 (£25,878 FTE) |

*This post is subject to DBS disclosure scheme*

**Background**

Trafford Domestic Abuse Services (TDAS) is a Quality accredited, registered charity offering support to individuals and families who are affected by domestic abuse since 1990. We support families who live/work in the Trafford area and provide IDVA and Children and Young People (CYP) support services in Salford. We provide both intervention and prevention services and work in partnership with other voluntary organisations to support families across Greater Manchester.

**TDAS Values**

**I**nnovative: introduce new ideas, are creative and foreword thinking.

**C**ollaborative: work in partnership with key stakeholders to enable people to achieve a defined & common purpose

**O**penness: create an open culture, provide transparent reporting, good fundraising and governance.

**P**erson centred: provide coordinated, personalized and enabling services to everyone

**E**mpowering: empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.

**Purpose of the role**

To deliver our specialist Children and Young Peoples project in the Community to a group of children and their parent/carer who are at risk of or who have/are living with domestic abuse and suffering the traumatic effects of such. The Children and Families Support Worker will provide family support to protective parent and child/ren post abuse in the local community and deliver specialist domestic abuse workshops and programmes in school and community settings to children and parents/carers.

**Main Duties**

1. Access, organise and deliver the appropriate trauma informed services to meet the needs of the children/young people and their families.
2. Pro-actively engage and attending regular external professionals’ meetings to promote service and make new partnerships.
3. Organise and facilitate TDAS Family R’Space© programmes for children/young people and family members who have or are living in a domestic abuse household.
4. Coordinate and run family/1-2-1 sessions in schools, the community or at home.
5. Undertake initial assessments on children and young people and compile individual support and safety plans based on recognised frameworks within agreed timescales.
6. To keep daily recordings which are factual, accurate and up to date of the children and adults who you are supporting
7. To obtain, record and report outcomes for the service using attendance sheets, evaluation forms and observations.
8. Attend designated meetings with multi agency professionals and schools as part of a multi-agency response to the needs of children.
9. Liaise and work in conjunction with key agencies ensuring that multi-agency work is undertaken as part of the process involved in the assessment and delivery of services provided to children and young people.
10. Access regular feedback from service users to ensure the continued improvement of services and support offered to children and young people by TDAS.
11. To plan and manage own workload working on own initiative, often in times of crisis
12. Provide an environment for children/young people in which their physical, emotional, intellectual and social wellbeing is promoted.
13. To support TDAS in the development of the programmes to ensure they meet the diverse needs of those attending.
14. To be aware of, implement and keep up to date with Child Protection/Safeguarding Procedures in accordance with TDAS and Trafford Borough’s Child Protection/Safeguarding policies and procedures.
15. To complete external referrals to appropriate services to meet the needs of the child or adult.
16. Work in partnership with children, young people, families, staff, statutory, voluntary and community organisations to promote the welfare and wellbeing of all children and young people living in the Refuge and the Community.
17. Provide a welcoming, safe, stimulating and inclusive environment in which children/young people can be supported, enjoy themselves, develop to their full potential and meet the requirements of Every Child Matters and current legislation.
18. Promote an inclusive environment that meets the differing needs of all children, young people and adult clients.
19. Work with TDAS team members to promote and support the development of TDAS.
20. Work to the standards laid down within the bounds of the Policy and Procedures of TDAS, including Equal Opportunities, Equality & Diversity, GDPR, Child Protection and Safeguarding, Protection of vulnerable Adults (POVA)Health & Safety and core service user policies at all times. This is not and exhaustive list and all other policies and procedures within TDAS must be complied with.
21. Undertake any other reasonable duties as requested by the Chief Executive Officer, Director of Operations, CYP Services Manager, and the CYP Team Leader commensurate with the grade and job title of the post.

**General**

1. Work with the Chief Executive Officer and other staff members to

promote and support the development of TDAS.

1. To adhere to TDAS Code of Conduct at all times.
2. To attend staff meetings when required
3. To work in line with, and follow, the policies and procedures of TDAS.
4. To ensure that all TDAS policies and procedures are implemented and

promoted by staff.

1. To actively promote diversity in the organisation.
2. To act as an ambassador for and represent the TDAS at external

functions.

1. To represent TDAS on local and regional forums.
2. To build positive relationships and partnerships with key local agencies
3. To embody TDAS’s values and act as a role model.
4. To participate actively in the management team, contributing to the strategic development of the organisation.
5. To undertake any other duties as may be deemed consistent with the requirements of the post.

**Person Specification**

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| **Essential Experience** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. Substantial experience of working with children and young people who have experienced trauma | A & I |
| 2. Experience of working with groups of children and young people | A & I |
| 3. Experience of managing caseloads | A & I |
| 4. Experience of working with CYP and adults in crisis situation,  demonstrating strong crisis management, skills, and ability to cope  under pressure | A & I |
| 5. Experience of safeguarding and the escalation processes | A & I |
| 6. Experience delivering group programmes or training/presenting. | A & I |

You are required to have an excellent understanding of:

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| **Essential Understanding** | **How Assessed**  **A = Application**  **I = Interview** |
| 6. The issues facing adults and children experiencing  DA and sexual violence. | A & I |
| 7. Knowledge of child and young person development | A |
| 8. The roles and responsibilities of statutory organisations in  relation to Domestic abuse and children | A |
| 9. Child protection and safeguarding adults in relation to  DA, and the legal responsibilities surrounding these issues | A & I |
| 10. Equality issues and marginalisation of various groups  and communities | A & I |
| 11. Working knowledge of all relevant Policy and Procedures e.g., risk  assessment, support planning and delivery of person centred  services, Health & Safety requirements | A & I |
| 12. Good understanding of child and family relationships and attachment | A |
| 13. Understanding of issues affecting young people including self-harm, CSE and peer violence | A & I |

You are required to be able to demonstrate that you have:

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| **Essential Skills** | **How Assessed**  **A = Application**  **I = Interview** |
| 1. Excellent written, verbal, and interpersonal communication skills | A & I |
| 1. Ability to use IT to produce reports and monitor projects | A |
| 1. Ability to work cooperatively providing a multi-agency response | A & I |
| 1. Creative approach to problem solving. | I |
| 1. Ability to work under own initiative, identify objectives, prioritise work, handle pressure and take decisions which may be of major significance | I |
| 1. Good numeracy skills and the ability to use excel and spreadsheets | A |
| 1. Ability to write clear, concise, and accurate report and letters | A |
| 1. Skilled in recognising and responding to children’s needs | I |
| 1. Ability to plan and facilitate group support programmes and workshops | A & I |

You are required to be able to demonstrate that you have:

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| **Qualifications/ Professional Membership** | **How Assessed**  **A = Application**  **I = Interview** |
| 23. NNEB/NVQ level 3 or equivalent qualification in Child Care and education, Social Care, Teaching etc (Essential) | A |
| 24. First Aid Qualification (Desirable) | A |

You are required to be able to demonstrate you:

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| **Essential Personal Qualities & Competencies** | **How Assessed**  **A = Application**  **I = Interview** |
| 25. Have values consistent with those of TDAS | A & I |
| 26. Will act with integrity and respect when interacting with  service users, employees, agencies and individuals | I |
| 27. Are committed to upholding TDAS’s policies and procedures | A |
| 28. A commitment to diversity and working in an anti- discriminatory  way | I |
| 1. Ability to maintain professional boundaries at all times | A |

**Additional Requirements**

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| The post holder will be required to liaise with TDAS Chief Executive Officer, Director of Operations, other TDAS Staff, TDAS Board of Trustees, Statutory, Voluntary and Community Organisations and other professionals. |
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| There will be a requirement for attendance at some Board Meetings, Professional Meetings and training sessions as and when directed by the Chief Executive Officer, Director of Operations and the Board of Trustees. |