

Job Description

Management Grouping:	Children's Services
Team:	Belvedere Family Centre
Post Title:	Family Time Supervisor
Reporting to:	Family Time Coordinator

Main purpose of the job:

- To work as part of a team in the delivery of services to children and their families in accordance with the aims of Belvedere Family Centre.
- To work in a non-discriminatory way and be aware of the cultural, racial and religious needs of service users and any special needs they may have.
- To be accountable to the Family Time Coordinator for all work undertaken.

Major Duties and Responsibilities:

- To supervise family time between looked after children and their parents. This will include families where care proceedings are ongoing and staff will need to be sensitive to these issues, offering appropriate support to children and their parents.
- Reports to be made of the observations and social work staff to be contacted as required.
- To record information in a professional manner.
- To attend supervisory meetings, team meetings and training as required.
- To carry out duties within the Centre in accordance with health and safety regulations.
- To liaise with other professionals and report any concerns or safeguarding issues that arise when carrying out these duties.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

Person Specification

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Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (A/I/T)*
(a) <u>Education and Formal Training</u> A qualification related to Social Care or Child Care	D	A
(b) <u>Experience and Knowledge</u> Working with children and families Working in a social care setting Working with multi-racial groups	E	A/I
(c) <u>Skills and Abilities</u> Ability to quickly establish appropriate, productive and professional relationships Ability to work in a non-discriminatory way and promote the principles of managing diversity Ability to communicate effectively Ability to work well within a team Ability to be responsive to the needs of the child and their parents Willingness to learn / develop new skills <u>English language requirements for public sector workers</u> <ul style="list-style-type: none"> • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to service users and understand their needs. • Ability to tailor your approach to each conversation; responding clearly even in complex situations. 	E	A/I/T

*Key: I=Interview A=Application Form T=Ability Test