

POST TITLE	Children's Services Practitioner
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	CHILDREN'S SERVICES
RESPONSIBLE TO	TEAM LEADER
NUMBER OF POST HOLDERS	
ACTING UP/ SECONDMENT	

In Edinburgh we are committed to keeping the Promise and our Corporate Parenting responsibilities to ensure every child and young person grows up feeling safe, loved, and respected. As a workforce this means we focus on what matters to children and families, listen, and follow through. We understand and act on the impacts of poverty and honour children's rights. We are respectful to all those we work with, treating them as unique individuals using our language with care and sensitivity.

PURPOSE OF JOB

To work with children, young people, families and carers, including looked after children and formerly looked after young people (up to 26th birthday) towards whom the Council has a statutory responsibility to offer support, advice and guidance, particularly with a view to assisting them to remain at home or to make successful transitions home or to independence.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To work restoratively to build trust and form positive relationships with children, young people and their families/carers, using relationships to support changes which lead to a reduction in risk and improved outcomes.
- To work in a way that is empowering and creates the conditions for children, young people and families/carers to be an integral part to problem solving and encouraging future independent living.
- Contribute to reports in user friendly language, ensuring information is clear and accessible to all and completed within the required timescales for the lead professional, Children's Hearings, Child Protection Planning Meetings, Court and any other relevant meetings as agreed with the lead professional or Team Leader.
- Under the supervision and direction of a professionally qualified social worker undertake assessments, care planning, case management and review of cases.
- Establish and maintain professional relationships with children, young people and families/carers to improve outcomes.
- Undertake direct work according to care plans with children, young people, families/carers and provide practical, direct support as required, including life story work and using evidence based approaches.
- Contribute to assessments and ensure robust information exchange and joint working with other professionals and external partner agencies, as directed by the lead professional or team leader. Post holders will not have lead responsibility for statutory cases.

- Attend Children's Hearings, Court, Child Planning Meetings and other reviews and meetings as required in liaison with the allocated social worker or team leader.
- Take a lead role on co-ordinating family time, including organising, supervising and managing all communications, venue booking, transport arrangements and finances for family time arrangements between children and their families as outlined in the child's plan. This may involve supporting children, young people and adult who are dysregulated and the need to take appropriate action to keep children, young people and others safe. Family time may take place outdoors in varying weather conditions.
- To undertake and contribute to financial assessments of children, young people and families requiring financial support including consideration Self Directed Support (SDS).
- To assist children, young people and families to access other resources and mainstream services to help meet assessed need and risks.
- Undertake all work in line with relevant legislation, public protection and other national and departmental policy and procedures and accredited standards, as appropriate.
- Maintain awareness of services in order to respond to issues related to, for example, housing, education and health and social care.
- To work within the Getting It Right for Every Child Framework.
- To liaise and coordinate with children, young people, families/carers and their support network.
- Demonstrate initiative and respond appropriately to crisis and emergency situations, seeking appropriate guidance from the lead professional or Team Leader.
- Write clear, accurate and detailed case records in accordance with the practice standards, guidance and procedures which support case recording on Council data systems as directed, for example SWIFT or MOSAIC.
- Actively participate in all team activities including team meetings and development meetings and utilise supervision and formal consultation.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Qualified or working towards mandatory achievement of HNC in Social Care or equivalent and ability to meet current and future registration requirements of the role.
- Ensure up to date knowledge of all relevant legislation, policy and guidance, including Adult and Child Protection mandatory training.
- Awareness of child and adult development, impact of trauma, parenting capacity and skills, domestic abuse including forms of coercive control and skills to support children, young people and adults affected by multiple issues such as poverty, addiction, homelessness, learning difficulties, disability and mental health.
- Awareness of working with and contributing to the delivery of multi-agency support packages.
- Communicate effectively with children, their families, and other professionals. Strong relational skills and ability to engage effectively and maximise opportunities for positive role modelling.
- Possess up to date knowledge and understanding of welfare benefits and financial/ budgeting management and planning to support income maximisation and offer assistance to access local supports
- Advocate for children and parents. Awareness of rights and incorporation of rights into practice approaches.
- Candidates are required to join the PVG Scheme/undergo a PVG scheme update prior to a formal offer of employment.
- Take responsibility for own professional development, keeping up to date with theory, research and legislation that is relevant to the role and participate in knowledge exchange and training opportunities in accordance with learning and development need and service requirements.

- Demonstrate an understanding of professional and personal authority, how to exercise discretion appropriately, making decisions within the context of case discussions in supervision and professional accountability.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Regular adherence to prescribed timescales, requiring the ability to maintain clarity under pressure and to regularly reprioritise workload while maintaining safety.
- The postholder will work from an office base and will be expected to regularly travel to appointments in children's, young people's and families' homes, in schools and other venues as required. 70% will be direct contact and 30% will be for administrative duties.
- The postholder is responsible for their own travel arrangements, whether by public transport, cycling, walking or car.
- Adhere to the lone working procedure, carrying out risk assessments to support planned activities in line with the procedure and any associated procedures, including Health and Safety.
- For around 50% of the time post holder must present with emotional resilience to manage complex presentations and challenging behaviour in a variety of settings including families' homes, community spaces and council offices.
- Support children, young people and families/carers where there is child, or adult protection concerns and be a part of the helping team to offer support and monitor progress with plans as part of safety planning.
- Work within homes where there may be unsanitary conditions (up to 15% of working week).
- Ability to work flexible hours to meet the needs of children, young people and families.
- Manual handling of children and equipment to care for children e.g. push chairs, car seats, personal possessions to support children moving etc (up to 15% of working week).
- There may be a requirement to provide personal care to young children (up to 5% of working week).
- Postholders who drive must maintain their vehicle in compliance with the Council's policy, ensure child car seats comply with current legislation, are fit for purpose and fitted as per the manufacturers safety instructions.
- Non drivers are responsible for the safe transportation of children and families via public transport.
- Clean and maintain resources associated with family time activities and direct work.

SUPERVISION AND MANAGEMENT OF PEOPLE

- This post holds no line management or supervisory responsibilities, however, it may involve coaching and guidance of others, including students.

RESOURCES

- The post holder will have shared responsibility for the use of IT systems (including Mosaic, Oracle etc.) and will be issued with a work laptop and mobile phone with responsibility to ensure they are not lost or damaged.
- There may be a requirement to supervise children, young people and families to receive or spend cash resources which have been approved by the relevant budget holder and ensure evidence of funds being received and used appropriately.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).