

**London Borough of Lambeth
JOB DESCRIPTION**

Job Title: Family Group Conference Coordinator
Directorate: Children's Social Care
Salary/Rate: PO3
Responsible to: Team Manager

JOB PURPOSE:

- To facilitate a process where the family group and professional partners arrive at decisions for children and young people who are in need of care and protection, that are in accordance with the principles of the Children's Act and Every Child Matters 2003 document.
- Interventions are expected to be time limited, solution focussed and intensive in their approach.

To enable the purpose of the Family Group Conference to be achieved by:

- Ensuring that the authority of the family is respected preserved;
- Ensuring that all those entitled to attend any Family Group Conference, through blood tie or other connection, are sought out and involved in the meeting either directly or indirectly;
- Ensuring that the results of the investigation and assessment and all the relevant information and advice is presented to the Family Group Conference;

The main responsibilities will be:

- To assist in responding to the referrals for a Family Group Conference from the various teams within Children's Social Care.
- To offer families high quality Family Group Conferences to help them to make the best decisions for their children and young people.
- To deliver the service in accordance with Lambeth Children's Social Care guidance and procedures and Family Rights Group standards for FGCs.
- To maintain confidentiality whilst working with Lambeth Council and after the work has ceased.
- To adhere to the council's requirements in relation to storage and protection of families' information. To be available to discuss the referral with the FGC Lead, from the day after allocation.

- To start the work within 2 days of allocation, meeting with social worker, to discuss the content of referrals and agenda, offering assistance in formulating the information for families.
- To initiate contact and meet with the child or young person and their family to outline the Family Group Conference process and provide information and literature, including evaluation and complaints procedures.
- To meet everybody involved face to face; and where this is not possible, to discuss with the FGC Lead.
- To effectively chair Family Group Conferences, ensuring that the family have clear relevant information that they fully understand on which they can make decisions.
- To deliver the conference within 5 weeks, from receipt of the referral.
- To book venues and arrange refreshments.
- To complete the plan and send copies to the FGC lead, social worker and families within a week.
- To undertake reviews following discussion and guidance from the FGC lead.
- To be available for case discussion with the FGC Lead, at least fortnightly.
- To be open to attend the FGC reflective space meetings.
- To be available to attend further training, as a part of professional development.
- To keep a record of hours worked/travel time claimed per case and submit the time sheet, monthly. Each FGC should be completed within a set number of hours unless discussed with the FGC Lead.

Family Group Conference Coordinator Person Specification

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence Scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualifications	Q1	Relevant professional qualification in Social Care, Health or Education qualification equivalent to NVQ level 4 or HNC, HND or Bachelor's Degree.	A ✓
	Q2	FGC accreditation	A ✓
Relevant Experience	E1	Experience of working directly with children and their families to promote their welfare.	A ✓
	E2	Experience of dealing with child protection issues.	A ✓
	E3	Experience at helping parents and the extended family state the viewpoints and opinions whilst receiving professional support.	A ✓
	E4	Working with families in group situations to resolve relationship difficulties.	
	E5	Experience of dealing with disagreements and managing conflict	
	E6	Experience at empowering young people and children to participate in the decisions made about them.	
	E7	Working with families from different linguistic, ethnic, cultural and religious backgrounds.	
	E8	Experience of forming plans for children in need.	

Knowledge	K1	The ability to communicate and engage effectively with clients to ensure their understanding of the Family Group Conference Service.	A ✓
	K2	The capacity to remain impartial throughout the Family Group Conference process.	A ✓
	K3	The ability to listen empathetically to the needs of client's particularly young people.	
	K4	The skill of promoting anti discriminatory practice and diversity.	
	K5	The skill to promote the value of Family Group Conference to clients and professionals.	
	K6	To negotiate and mediate between family members to facilitate the drawing up of a Family Plan.	
	K7	The capacity to be persistent and assertive in order to set up a Family Group Conference.	
	K8	The ability to organise a meeting within tight timescales and to manage the practical and administrative tasks of a Family Group Conference to the approved standards.	
	K9	The skill of empowering young people and children to participate in the decisions that are made about them.	
	K10	The capacity to work flexibly and creatively.	
	K11	Ability to present information clearly both verbally and in writing and to record accurately.	

Behaviours		Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.	
		Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	
		Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
		Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.	
DBS Required		An enhanced DBS is required.	
Work Related Travel		Ability to travel.	
Health & Safety Risk Assessment		Regular exposure to mental pressures and demands Risk of physical assault Lone working	