

Job Description and Person Specification

Return Home Interviewer

A Lambeth to be proud of



London Borough of Lambeth

Job Description

Job Title: Return Home Interviewer
Department: Children's Social Care
Division: Children's Services
Grade: Scale 5
Responsible to: Team Manager

Main Purpose of the Job

- Responsibility for conducting Return Home Interviews for children who reside in Lambeth and have been reporting as missing.
- Responsibility for conducting Return Home Interviews for children who are currently looked after by Lambeth Children's Services and have been reported as missing.
- To ensure that any intelligence, including safeguarding concerns, identified during a missing period are reported effectively and in a timely manner and to work towards reducing missing periods for Young People.

Key Unit Accountabilities

1. To ensure accurate recording of all missing episodes for children and young people on a daily basis (Monday-Friday)
2. Have oversight of the daily report on those young people recorded as missing and make contact with their carers to ensure accurate information is known about their missing status.
3. To conduct Return Home Interviews for those Young People who have been reported as missing within 72 hours of their return and better understand the circumstances around their missing period and communicate this effectively to the social work team. To ensure that all young people who have had a period of being missing have had the opportunity to speak to an independent person about their circumstances.
4. To ensure that Return Home Interviews are recorded accurately on the IT system in a timely manner so that any information gathered can be used to inform effective decision making.
5. Build rapport and effective relationships with Young People who may be reported as missing on a regular basis and work to advocate on their behalf and understand how we can safeguard them in a more effective manner.
6. To report any safeguarding concerns immediately to the appropriate person.,
7. Identify and highlight specific concerns relating to worries about Child Sexual Exploitation, Criminal Exploitation and serious youth violence which could place the young person at risk of harm.
8. Reporting/Highlighting any intelligence to the CSE/Missing Coordinator that may assist with understanding exploitation within Lambeth and the reasons for why young people are reported as missing.

9. To attend and participate in Professional meetings when required for Young People who have been reported as missing.
10. To carry out the duties and responsibilities of the job in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation and to actively promote equalities through the application of the Council's employment practices and procedures in accordance with the relevant legislation.
11. Undertake other duties appropriate to the post that may reasonably be required from time to time.
12. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
13. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
14. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION
Return Home Interviewer (Scale 5)

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.			Shortlisting Criteria
Qualification		Training in Children's, Youth or Community Work	
Key Knowledge	K1	Understanding of different forms of child exploitation including sexual, criminal, radicalisation, gangs and serious youth violence.	A ✓
	K2	Awareness of youth and culture and issues facing young people	A ✓
	K3	Knowledge of key legislations affecting work with youth and young people	A ✓
Relevant Experience	E1	Proven experience of working with children and young people	A ✓
	E2	Experience of relevant and accessible community youth work	A ✓
	E3	Experience in developing youth activities and the means of assessing their effectiveness.	

Core Values and Behaviours		Equity • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part. • Take positive action to ensure everyone in my team has opportunities to learn and grow at work. • Encourage everyone to be themselves at work and value who they are. • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.	A ✓
		Kindness • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can. • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together. • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard. • Take the time to communicate, being honest, open, and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.	A ✓
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way. • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that	A ✓

		they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise. • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers, and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.	
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together. • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes. • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	A ✓