

Job Description

Job Title:	Family Group Decision Maker and Mediation Facilitator		
Service Group:	Children & Young People		
Department/Team:	Specialist Support Service		
Location:	Any suitable base across Wolverhampton		
Workstyle:	Flexible		
Grade:	5		
Job Class:	P320	Number of posts:	
Disclosure and Barring Clearance:	This post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.		

Special Conditions:

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7-day period, including weekends**, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

Job Purpose:

To conduct Family Group Decision Making and Mediation with families with the aim of preventing family breakdown.

To adopt a whole family approach to supporting children, young people and their families on the edge of care and Family Help.

To hold a caseload of complex cases and adopt a flexible and creative approach.

To work directly with children, young people and their families in order to promote, strengthen and to develop the potential of parents/carers and their children living together safely in order to prevent children suffering significant harm and/or becoming looked after.

To contribute to multi-agency assessments of children and families in need of help and support.

Key Contacts in Organisation:

Reports to: **Senior Family Group Decision Maker and Mediation Facilitator / Specialist Family Support Manager**

Number supervised: 0.

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<i>Main contacts:</i> Council Employees, External Partners, Service Users.	
Main responsibilities:	
1.	To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
2.	To be responsible for the planning, co-ordination, facilitation and review of Family Group Decision Making and family mediation in a way that responds appropriately to the needs of the individual families from a diversity of backgrounds.
3.	To contribute to planning, decision making and practice for children and families within Children's Services in order to prevent family breakdown.
4.	To initiate contact with children, family members and significant others to outline the Family Group Decision Making/ mediation process, provide information, negotiate attendance and support for the family before, during and after the intervention.
5.	To ensure that the child/young person's views and wishes are prominent in the process and to engage and liaise with appropriate advocates.
6.	To liaise with lead professionals and others to agree the questions and issues families need to address in their FGDM/ what issues need to be addressed in mediation.
7.	To maintain and organise up to date casework records in line with policies and procedures.
8.	To undertake planning, recording, and evaluation of the progress made towards agreed outcomes by children and families within a support plan.
9.	Provide monitoring data in liaison with the Manager and Senior Family Group Decision Maker and Mediation Facilitator in order to evidence the impact of FGDM/ mediation interventions.
10.	To attend and contribute to relevant meetings relating to children and families, including court where necessary.
11.	To work closely with and provide support to Early Intervention and Prevention/ Social Care staff in order to promote effective use of family network meetings early on in casework.
12.	To ensure the protection of children by following the policies and procedures of the Wolverhampton Safeguarding Children's Board.
13.	To undertake appropriate training and attend meetings as required by the service.
14.	To be available for supervision and consultation with the Manager / Senior Family Group Decision Maker/ Mediation Facilitator.
15.	To undertake all of the above in accordance with statutory and departmental procedures and the National Standards for Family Group Decision Making Practice.
Special Features:	
To act in accordance with the Council's Constitution and other Codes of Conduct.	
To participate in staff development, appraisal and training as appropriate, including continuous professional development.	
To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other	

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relevant Council and Government Regulations, Directives and City-wide priorities.

To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

To participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder:

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CITY OF WOLVERHAMPTON COUNCIL PERSONNEL SPECIFICATION

Post Designation: Family Group Decision Maker and Mediation Facilitator

Grade: 5

Job Purpose and Role:

To conduct Family Group Decision Making/ Mediation with families with the aim of preventing family breakdown

To adopt a whole family approach to supporting children, young people and their families on the edge of care and within the Family Help Space.

To manage a caseload of complex cases and adopt a flexible and creative approach.

To work directly with children, young people and their families in order to promote, strengthen and to develop the potential of parents/carers and their children living together safely in order to prevent children suffering significant harm and/or becoming looked after.

To work closely with other practitioners in Early Intervention and Prevention and Social Care to promote the use of family network meetings and mediation.

To contribute to multi-agency assessments of children and families in need of help and support.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • NVQ level 3 or an equivalent qualification in social care / health related subject • The achievement of English and Maths or equivalent to level 2 of the National Qualification Framework 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application Form • Interview

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Training	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Trained in Family Group Conference Co-Ordination or willing to undergo accredited training provided by the authority. 	<ul style="list-style-type: none"> • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with children and families in a health or social care setting, or another relevant field. 	<ul style="list-style-type: none"> • Direct experience of a Family Group Decision Making. • Experience of conflict resolution, negotiating & mediation skills 	<ul style="list-style-type: none"> • Application Form • Interview
Special Knowledge/ Skills	<ul style="list-style-type: none"> • Ability to manage and facilitate meetings. • Ability to manage conflict and emotionally charged situations in the interests of the most vulnerable. • Ability to maintain a child centred approach. • Good verbal and written communication skills. • Strong listening and reflective skills. • Ability to communicate with children and young people. • Ability to work to work independently and within given time constraints. • Good liaison and negotiation skills. • Good administration, management and organisational skills, working to targets and maintaining records. • Computer literate. • Knowledge of the role of Children's Services and the context within which they work. • Knowledge of the needs of a diverse 	<ul style="list-style-type: none"> • Mediation skills. • Knowledge of the Children Act 1989 and related legislation. • Knowledge and understanding of the management of complex family meetings. • Knowledge of child development. • An understanding of the history and origins of Family Group Conferences/Family Decision Making. • Knowledge and understanding of a Solutions Focused approach. 	<ul style="list-style-type: none"> • Application Form • Interview

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	<p>population.</p> <ul style="list-style-type: none"> • Knowledge and understanding of the different dynamics of family and family processes. • Knowledge of child protection issues. 		
Personal Qualities	<ul style="list-style-type: none"> • Warm, empathetic and approachable. • Ability to relate to a wide range of people including professionals. • Ability to work flexible and unsocial hours, including evenings and weekends. • Sensitivity to the needs of culturally diverse communities. • Recognize the impact of family relationships and dynamics on children and understand and support the role and value of families as partners in supporting their children to achieve positive outcomes. 	•	• Interview
Commitment	<ul style="list-style-type: none"> • Commitment to the behaviours and guiding principles framework for the Children & Young People Service • Commitment to the Family Group Conferencing model of practice and related philosophy. • Commitment to anti-discriminatory practice. • Commitment to empowerment and respect for children and families. 	•	• Interview

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	<ul style="list-style-type: none">• Commitment to ongoing development and training and supervision.		
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