



Person specification			
Post title	Family First Case Manager	Grade	J
Service Area	Children and Family Services	Section/team	Family First Early Help and Prevention

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Minimum 3 years, recent experience of working with children and families to deliver preventative interventions to tackle issues such as school readiness, youth crime/anti-social behaviour, educational failure, emotional/sexual health) on a one to one and/or group basis.	E	I, A, P
S2	A good understanding of the range of economic and social issues likely to lead poor outcomes for children and their families.	D	I, A, P
S3	Experience of case management including undertaking whole family assessments to identify risk and need and develop multi-agency, outcome focused family plans in partnership with families and partner agencies and act as the lead practitioner in the delivery of these.	D	I, A, P
S4	Knowledge and understanding of key policy drivers and recent reports addressing early intervention and prevention with young people and families with multiple needs (e.g. Grasping the Nettle, Munro Review and Good Parents, Great Kids, Better Citizens, Troubled Families agenda) Citizens, Troubled Families agenda)	D	I, A, P
S5	Ability to work within a multi-agency team, including reporting, monitoring and evaluation.	D	I, A, P

January 2021





S6	Demonstrable understanding of safeguarding the welfare and safety of children and young people.	D	I, A, P
S7	Experience of convening and co-ordinating multi-agency meetings to address the needs of children and adults within families	D	I, A, P
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	D	I, A, P
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	D	I, A, P
P3	A demonstrable willingness to share information and work with other people.	D	I, A, P
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	D	I, A, P
P5	A flexible approach to working including ability to work core hours 8am-10pm Monday- Saturday for which appropriate time off in lieu (TOIL) can be accrued (and be flexible about work outside these hours depending upon service activity).	D	I
Communication			
C1	Excellent interpersonal and communication skills and good time management.	D	I,A,P
Qualifications			
Q1	A nationally recognised professional qualification relevant to the service that includes accredited knowledge of children and young people's development (e.g. Youth Work, Social Work, Teaching) or equivalent experience	E	C
Q2	Evidence of continued professional development	D	A,I
Health and safety			
H1	Ability to use equipment as instructed and trained		
H2	Ability to inform management of any health and safety issues which could place individuals in danger		

January 2021





A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

January 2021

