

Job Description Template

Job Description

JOB TITLE:	Lead Safety Worker
GRADE:	K
POST NUMBER:	D031200229
DIRECTORATE:	Children's Services
SERVICE:	Supporting Families
RESPONSIBLE TO :	The Positive Change Service (PCS), Team Manager, Eva Armsby Family Centre
RESPONSIBLE FOR:	1. The Post holder will be responsible for coordinating and overseeing the work of one PCS service area; either perpetrator services or survivor and children's services. 2. The post holder will train new starters in the service area and overseeing and ensuring quality control of the work of two safety workers within the service area. 3. The post holder will provide induction, mentoring, training, consultation, and co-ordinate the learning and work of Social Work Students undertaking placements in PCS 4. The post holder will learn and task management staff from elsewhere in the council delivering PCS interventions. 5. The post holder will assist Team Managers in areas of skills development within their team and in service delivery to be specified.

	DBS Enhanced check required This post is not politically restricted
JOB SUMMARY:	To lead in the delivery of high-quality domestic violence and abuse (DVA) intervention to perpetrators and/or victims and children in both Sylheti Bengali and English. These interventions form part of two functional teams (perpetrator facing and victim facing) that deliver a co-ordinated DVA service that provides group, couples and individual work to perpetrators, victim/survivors and their children. Being a role model of the TOWER behaviours, through leading by example.
ROLE REQUIREMENTS:	
1.	To develop and deliver and coordinate in-house domestic violence and abuse Intervention for LBTH Children's services
2.	To provide, coordinate and oversee specialist domestic abuse intervention and support to perpetrators, victims and children in Sylheti and English
3.	To work with clients at the higher tiers of child protection (especially PLO and CP), holding a high level of risk and managing this appropriately.
4.	To co-ordinate and Conduct suitability and risk assessments of potential PCS clients – ensuring that these are conducted in a timely fashion throughout your service area
5.	To lead psycho-educational group programmes with perpetrators and/or victim/survivor's children , in both Sylheti Bengali and English
6.	To Signpost or Refer to other relevant more specialised agencies for other interventions, risk management strategies, help or support
7.	To coordinate social work placements & provide reports on placement students for the Social Work Academy and Frontline and Practice Educators on placement students.
8.	To provide expert Domestic Violence and Abuse risk assessments for the family courts to accompany

	assessments in care proceedings as directed by LBTH legal team.
TEAM RESPONSIBILITIES	
1	To develop and contribute to a positive team culture by participating in team meetings, sharing practice experiences, addressing and resolving issues & supporting other members of the PCS achieve the service objectives
2	To ensure requests for information are dealt with effectively in a timely manner throughout your service area.
3	To ensure that the views of victims, perpetrators and children are heard and recorded accurately
4	To attend monthly group clinical supervision and training as directed by your line manager, engaging with openness and self-reflection
5	To supervise staff as per the Local Authority's supervision policy
6	To lead and team and convey issues to senior management appropriately
CORPORATE RESPONSIBILITIES	
1.	To lead on the provision of expertise, specialist guidance and consultation as needed to staff and other professionals, both internal and external to the Council, in accordance with the REPAIR approach and contributing directly to the reduction of risk and the safety and wellbeing of children and victims.
2.	To embed PCS services across LBTH by , delivering presentations on the work of PCS at induction sessions and team meetings and securing referrals from across all teams within children's services
3.	To develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented; in particular with CSC, MARAC, and VAWG.
4.	Take a leading role in organisational change and learning; developing and delivering appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the your side of the service, as well as taking part in such learning, development monitoring and review processes

	yourself.
5.	To carry out duties and responsibilities in accordance with the council's Health and Safety Policy and relevant Health and Safety legislation
6.	Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.
7.	To understand and work with a gender-informed, trauma-informed and restorative approach to DVA and to ensure that other staff in your service area do likewise.
PERFORMANCE	
1.	To maintain an up to date working knowledge of legislation, statutory frameworks, and codes of practice relevant to the service. To ensure that relevant information is disseminated and understood within your service area.
2.	To maintain the complex safety focused confidentiality policy of PCS within all your work and to ensure other staff within your service area do likewise.
3.	To provide monitoring for your service area and other information as required by funders and project partners within the requirements of PCS confidentiality and the Data Protection Act. To collate information about perpetrators - or victims and children - in order to provide aggregated information, statistics, and other quantitative information as required.
4.	To lead on the coordination and implementation of systems for monitoring and evaluating the quality and effectiveness of the service. Assessing and analysing User satisfaction and service quality and effectiveness.
5	To record all work with clients and families in accordance with the recording policies and procedures of the Local Authority.
6	To use effectively ICT case recording systems and ensure other staff within your service area do likewise.
7	To provide both written or verbal reports in accordance with PCS confidentiality for meetings in relation to children and families. This will include but is not exclusive to Core Groups, Multi Agency Risk Assessment Conference (MARAC) and Child Protection Conferences and to the family courts. To Q/A the reports of others in the team to ensure quality control
8	To attend and participate in regular clinical supervision, line management, appraisals, case management and team

	meetings with honesty and transparency, demonstrating a capacity for self reflection and adjusting your practice as agreed in such fora
9	To lead in planning systems for the evaluation, monitoring and development of the service to improve services for victim/survivors, perpetrators and their families.
10	To adhere to Council frameworks regarding sickness absence, unsatisfactory performance, conduct, discipline, and grievances
11	To take a lead in developing policies and procedures for the service.
12	To actively contribute to, promote and monitor the implementation and effectiveness of the Council's Equality policies and procedures

OTHER CONDITIONS:

To work flexibly including from home, the EAFC, and other venues such as Children's Centres, both online and in person, both day and evening work, in order to increase the accessibility of PCS services to our service user.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	knowledge of the legislative framework within which Social Care operates, inclusive of regulation, national guidance, and procedures specific to this post.	E	A
	A high level of knowledge of DVA theories and approaches	E	A/I/T
	A knowledge of gender based approaches to DVA	E	A/I/T
	A knowledge of attachment theory in relation to DVA	E	A/I/T
	A knowledge of the impacts of DVA on children	E	A/I/T
	A knowledge of trauma and its relationship to DVA	E	A/I/T
	A knowledge of CBT approaches	E	A/I/T
	A knowledge of motivational interviewing techniques	E	A/I/T
	A thorough knowledge of parenting and child development	E	A/I
	Thorough knowledge and understanding of current professional practice issues in relation to this post.	E	A/I
	Knowledge of diverse local communities and their needs.	E	A/I/T
	A thorough Knowledge and understanding of the REPAIR approach	E	A/I
	Knowledge of roles and responsibilities of the key agencies supporting victims and perpetrators of domestic abuse and their families.	E	A

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	High level of IT skills and knowledge of IT systems used in Social Care	E	A/T
Qualifications & Experience	Education or experience that demonstrates a strong learning capacity and ability to construct a clear analytic written argument from complex information. This might include degree, diploma or IDVA qualifications commensurate with the needs of effective service delivery i.e. Social Work, Psychology, Mental Health, Counselling or Equivalent recognised qualifications	E	A
	substantial professional experience since qualifying.	E	A/ I
	More than 3 years experience working in a targeted way with people impacted by domestic abuse	E	A/I
	Experience in training and supervising the work of others in the DVA intervention field or a closely related field of work	E	A/I
Living the TOWER Values sets out the essential behaviours required of all staff.		<i>They are aligned to the organisation's five TOWER Values</i>	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building relationships Leads and supports positive working relationships across the council and with partners to optimise outcomes.	<u>E</u>	<u>A/I/T</u>

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	Can work well with a team – understanding how ‘parallel process’ can establish ‘splitting’ dynamics in the field of DVA work and working with a high level of self-reflection to resolve team conflict Can coordiante, inspire and ensure that your service area – either perpetrator worker or survivors and children’s workers – work in a joined up collaborative way with the other linked PCS service towards better outcomes for children Training Can convey information in a clear, accurate, engaging and participative manner to groups of stakeholders Collaborating Keeps abreast of external changes which impacts on delivery, seeking collaborative solutions to achieve the best outcomes.	<u>E</u> <u>E</u> <u>E</u> <u>E</u>	<u>A/I</u> <u>A/I/T</u> <u>A/I</u> <u>A/I</u>
We are OPEN and transparent	Communicating clearly Connects the ‘bigger picture’ to audience’s own values, goals and ideas. Reporting Can write clear and well-analysed reports on families, understanding the factors which predict risk, vulnerability, treatment suitability and progress. Can assess the work of others and provide Q/A to ensure quality reporting across your service Confidentiality Can apply complex safeguarding-oriented confidentiality protocols in order to take into accounts the needs of child protection, safety, transparency, privacy and data-protection	<u>E</u> <u>E</u> <u>E</u>	<u>A/I/T</u> <u>A/I</u> <u>A/I</u>

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	Being approachable Approachable and seeks regular internal and external feedback to improve how they do things and to shape strategy and organisational improvement.	<u>E</u>	!
We are WILLING to challenge, innovate and be accountable	Being accountable Takes accountability for leading the organisation in being ambitious and delivering high standards.	<u>E</u>	<u>A/I/T</u>
	Is able to reflect on own biases – including on unconscious bias – relating to gender, race, sexuality, class – and is able to address such bias.	<u>E</u>	!
	Is able to reflect on the impact of their own life experience and trauma triggers, to notice or accept feedback on when these impact upon client work, and to seek support /self-care accordingly	<u>E</u>	!
	Is able to reflect on the impact of their work on their own wellbeing, to understand the mechanism of vicarious trauma, and make use of clinical supervision/ line management and case debriefs to address such stresses	<u>E</u>	!
	Personal development Creates a culture of learning, to build capacity and manage talent internally.	<u>E</u>	<u>A/I</u>
	Is able to reflect on own needs in terms of skills, knowledge and experience.	<u>E</u>	!

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	Client work Has an expert level of skill to engage with victims/survivors, perpetrators and families. Has high level of skill to engage clients who are resistant, aggressive, emotionally dysregulated and avoidant Ability to challenge and motivate clients to bring about change Ability to hold strong professional boundaries Ability to empower clients towards increasing their own safety	<u>E</u> <u>E</u> <u>E</u> <u>E</u> <u>E</u>	<u>A/I/T</u> <u>I/T</u> <u>I/T</u> <u>I/T</u> <u>I/T</u>
We empower each other to be EXCELLENT and go the extra mile	Having purpose and personal motivation Get others excited about Tower Hamlets vision, and about the work of PCS and the REPAIR approach. Focusing on support and well being Leads in supporting and promoting well-being across the team and organisation. Consultancy and training Sees the 'bigger picture' and can support others through expert training and consultancy to form a good understanding of DVA within their work Supervising others Can provide coordination, leadership, teaching, co-working, supervising and emotional support	<u>E</u> <u>E</u> <u>E</u> <u>E</u>	<u>A/I</u> <u>A/I/T</u> <u>A/I/T</u> <u>A/I/T</u>

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	to your service area staff, students and others working with PCS Can provide feedback to others that encourages and enables their development and learning and can contribute to the appropriate management of poor performance within your service area	<u>E</u>	<u>A/I/T</u>
We RESPECT all communities, they are the heart of everything we do	Understanding our customer's needs Actively contributes to building a customer-focused-culture across the council and with partners	<u>E</u>	<u>A/I/T</u>
	Respecting diversity and being inclusive Seeks ways to harness the opportunities presented by the diverse workforce and community.	<u>E</u>	<u>A/I</u>
	Understands the relationship between culture, immigration status, financial security, background, gender and trauma in the perpetrating and experiencing DVA and in clients different motivations and options.	<u>E</u>	<u>I/T</u>
	Can adapt their client work so as to engage clients from diverse backgrounds.	<u>E</u>	!
	Can lead in adapting the service to better meet the needs of our local population	<u>E</u>	!
Additional Requirements	To comply with the requirement to carry out a DBS check on this role.		