

### Job Description

- Job Title:** Children & Families Specialist Lead
- Location:** Anawim, Balsall Heath, Birmingham
- Schedule 9, Paragraph 1 of the Equality Act 2010 applies  
*This post is exempted from Rehabilitation of Offenders Act 1974*  
*Fixed term contract 1 year initially*
- Grade:** SCP 21-28 (dependent upon experience)
- Salary:** £21,344 - £26,405 per annum
- Hours:** 37 hours per week
- Responsible to:** Service Manager for Multiple & Complex Needs and the Therapeutic Pathway

#### **Background:**

Anawim is an independent charity originally founded by the Sisters of Our Lady of Charity. The Trustees include representatives from Father Hudson's Society and Our Lady of Charity who worked with them to develop the work, their joint vision and ethos continue to inspire the project. Anawim seeks to support women who are vulnerable due to poverty, homelessness, abuse, rape, addictions, and may be drawn into prostitution and/or offending as a consequence. It recognises prostitution as exploitation of women. All staff, whether working in a paid or voluntary capacity, are expected to respect and work to the core values of respecting others, valuing all, and belief in the possibility of a life lived to the full.

Dawn House is a residential facility on the same site as the women's centre, providing support and accommodation to women upon release from prison & others in need, which is enabling, encourages mutually supportive relationships and maximises independence. The Anawim centre provides therapeutic courses and activities to support a range of women with complex needs to move on in their lives.

#### **Aims:**

To provide specialist interventions for a minimum of 40 women per year women who have high levels of vulnerability and who are deemed to have multiple or complex needs including those with children under safeguarding plans. Some will be using substances, often to dull the effects of trauma due to sexual exploitation, violence and abuse. These women often require multi-agency working, are often at risk of offending, hospital or mental health admission.

To build your specialist knowledge in this area and share learning and resources with the rest of the staff team.

To build up contacts with other agencies which support mothers – stay & Play, specialist midwives, baby massage, playgroups etc. around the city. Build this into a resource of information for all staff to use outlining child care options, after adoption support, navigating Children's services & family court.

### Outcomes

- Support women on your caseload to develop coping skills & strategies to recognise & avoid unhealthy, risky relationships
- Women will gain improved confidence, resilience & self- efficacy
- Women will gain the ability to recognise, build & maintain appropriate parenting skills and social interactions
- Support women at risk to access specialist support as needed
- Support caseload to manage finances to create financial independence
- Support caseload with managing a tenancy in order to reduce eviction and homelessness
- Those at risk from perpetrators will be supported to obtain restraining orders/non molestation orders/injunctions & engage with other specialist services
- 80% of your caseload will engage in the timetable of courses at the centre to gain skills to assist employment opportunities
- 50% will access psychological courses along with counseling
- 85% will have higher self-esteem and confidence and will be more positive and equipped to choose intimate partners and lifestyles which are healthy, positive and uplifting
- Offending will cease or reduce
- Other outcomes will be becoming drug free, seeing children returned, employment or college places obtained and other specified outcomes.
- Deliver family relationships training to staff, students and volunteers
- Deliver parenting & healthy relationships courses

### Main Duties and responsibilities:

1. To take responsibility for a designated caseload of women who are referred some by Children's Services for which we receive some individual funding. Offer holistic support to move on in their lives and to hold them on your caseload for approximately 6-12 months initially stabilising them, engaging them in courses and into move on stage involving volunteering or mentoring, college or employment.
2. Build up a directory of resources & knowledge into a bank of information and training materials related to your specialist subject which is accessible to all staff. **Including** – how to make a referral for safeguarding, parenting, pregnancy, adoption, breast feeding, managing teenagers, holiday schemes, internet safety etc.
3. Identify the individual needs of women on your caseload by undertaking an in-depth initial assessment, work with their Social worker or other referrer to deliver against their support plan and using the outcome Star tool, measure distance travelled.
4. Undertake individual support with each woman monitoring her progress regularly and undertaking monthly reviews against her support plan.

5. Along with the rest of the team take calls from the helpline and online chat on a rota basis.
6. Build a team to work alongside you made up of volunteers, students & peer mentors who can undertake the tasks outlined in her support plan. Co-ordinate her care including the involvement of the other professionals such as GP, CPN, Housing officer, Social Worker.
7. Offer your team group supervision where they can share issues, struggles, learn from each other and you and feel supported. Feed in updates on students and volunteers' progress to the Co-ordinator for the University and the Volunteer Manager.
8. Due to the vulnerabilities of the women referred you will require excellent assertive outreach skills to engage this hard to reach cohort of women and to help to involve them in all the activities and courses on offer at the centre.
9. Attend case conferences, core groups, Child In Need and family court advocating for the woman and explaining the process to her effectively and writing reports.
10. Put together a training package and deliver to all staff quarterly around issues of managing children and building healthy relationships with family and intimate partners.
11. Maintain accurate case files- paper and electronic, record outcomes and interventions and prepare reports for management board and funders as required.
12. Along with your team, train women in maintaining personal boundaries – managing difficult relationships, children's development and parenting, special needs, internet safety etc.
13. Build relationships with Children's services, Post-natal depression/after adoption support groups, schools pastoral teams, youth provision and any other useful agencies.
14. Participate in meetings and training as appropriate to the work.
15. Promote and uphold the Anawim policy on equal opportunities, values of inclusivity, empowerment with awareness of social exclusion.
16. Work in full compliance with all current appropriate legislation, standards and best practice.
17. Be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Anawim Health and Safety Policy commensurate with this position.
18. Ensure the safety of the women in line with Anawim Policies and Procedures, flagging up concerns to the Service Manager.
19. Be vigilant at all times and report any safeguarding, health, safety or wellbeing concerns to the Service Manager.

20. Deal with obvious risks immediately e.g. Spillages, blocked fire exits, incidents of self-harm, arguments, accidents, threatening behaviour or phone calls.
21. Undertake additional duties within the overall running of Dawn House as may be identified in consultation with the Service Manager and team.

**Additional Tasks:**

It is in the nature of our mission that tasks and responsibilities are in many circumstances unpredictable and varied. All workers are therefore expected to be flexible so that when the occasion arises, tasks that are not specifically covered in their job description are undertaken. These additional tasks will normally be to cover unforeseen circumstances and should be compatible with the regular work of Anawim. If the additional responsibility becomes regular, it will be included in the job description in consultation with the employee.

**PERSON SPECIFICATION**

**Job Title:** Children & Families Specialist Lead

**Location:** Anawim, Balsall Heath, Birmingham

Area	Description	Method of Assessment
<b>Qualifications</b>	Social Work/ Childcare/ Health and Social Care NVQ	A, I, D
<b>Experience</b>	<p>Understanding of the needs of mothers with complex and multiple issues.</p> <p>Have experience of team and partnership working.</p>	A, I, R
<b>Knowledge</b>	<p>Have a sound working knowledge of safeguarding.</p> <p>Knowledge of parenting</p>	A, I
<b>Skills and abilities</b>	<p>Excellent communication, behaviour management and de-escalation skills.</p> <p>Ability to follow comprehensive risk and needs assessments.</p> <p>Ability to relate to individuals who have a history of serial exclusion, homelessness, those with Mental Health issues and problematic substance misuse.</p> <p>Ability to communicate at all levels.</p> <p>Ability to work as part of a team.</p> <p>Ability to liaise with both external and internal supporting agencies.</p>	A, I
<b>Disposition / Personal Qualities</b>	<p>Enthusiastic and self-motivated.</p> <p>Ability to negotiate and influence outcomes.</p> <p>Committed to developing and improving a holistic service in order to meet the needs of women with vulnerabilities.</p> <p>Committed to empowering the women to make choices in all areas of their lives.</p>	A, I, R

	<p>Commitment to anti-discriminatory practice.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>	
<b>Other</b>	<p>Excellent personal boundaries</p> <p>Satisfactory Enhanced Disclosure from the Disclosure and Barring Service (costs met by Anawim)</p>	I, D

**Method of Assessment:**

**A = Application Form D = Documentation I = Interview T = Test/Exercise  
R = Reference**