



St Michael's
Fellowship

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Dear Applicant

Thank you for your interest in the post of **Family Assessment Support Worker**. This is a key role in our residential assessment centres and on completing your 6 month probation with us you will then become a Family Assessment Practitioner.

This pack contains information about St Michael's Fellowship and our three residential centres, the families we work with, the post of Family Assessment Support Worker, Job Description and Job & Personal Skills Specification.

To apply, please send in your CV with your supporting statement and monitoring form and return it to admin@stmichaelsfellowship.org.uk. If you are successful in being shortlisted then you will be invited to a first-stage interview at one of our residential assessment centres which will include a written test. If successful, you will progress to a formal interview at our head office.

When you write your supporting statement you should show that you fulfil the essential requirements of the person specification as outlined in the Job and Personal Skills specifications.

This post will give the successful applicant substantial unsupervised access to vulnerable adults and children, therefore St. Michael's has adopted a rigorous system of checking. If we make you an offer, we will take up references and St Michael's reserves the right to contact any previous employers including your two referees of choice. We shall verify references by contacting referees by phone. The successful applicant will also be subject to an enhanced check through the [Disclosure and Barring Service](#).

In order to meet the recommendations of the [Warner Report](#) any information given will not interfere with our standards of Equal Opportunities Practice i.e. information will not be used in a discriminatory way.

We receive a large response to our job vacancies and cannot unfortunately reply to candidates who are not shortlisted. If you have not heard within one week of the closing date please assume that your application has been unsuccessful.

Yours faithfully

Sue Pettigrew OBE
Director

Working together to keep families together

Patrons: Dr John Coleman OBE Chuka Umunna

Family Assessment Support Worker Post

This is a unique post that combines creative direct work with families with the opportunity to develop your skills in writing detailed parenting assessments and court reports. You will be part of a staff team of seven involved in a shift system of working a specified number of hours per calendar month. This means you will work closely with families at different times throughout the day and evening, promoting relationship building with families as well as providing valuable insights into parenting and family functioning that inform our parenting assessments.

Examples of day shifts	Sleep In shifts
8am-4pm	4pm – 11 pm - sleep-in -7am – 3 pm
10am–6pm	12 noon -10:30pm - sleep-in - 7am-12 noon
11am –7pm	
12 –8pm	

The rota system aims to give staff alternate weekends off and one weekend off per month is usually three consecutive days. Other days off are taken during the week. With the exception of the Managers, staff average six sleep-ins a month (£50 per sleep-in).

During the day Mondays to Fridays, there is a minimum of two staff on duty. After 7 or 8pm and at weekends staff sometimes work alone. Management support is always available.

All staff must

- bring their creativity, commitment and motivation to our work
- develop supportive working relationships with colleagues at the centre and across the whole organisation
- actively contribute to the ongoing development of the centre

Staff duties are varied and range from contributing to all family assessments to demonstrating respect for the families and their work environment by general cleaning.

Remuneration

The salary ranges from £35,521 to £40,800 inclusive of London Weighting (sleep-ins at £50 per night).

Incremental increases, when entitled and possible, occur on 1st April. A cost of living increase is awarded when possible.

Job Description: Family Assessment Support Worker

Responsible to: Manager or in Manager's absence to the Deputy Manager.

General

- help create and maintain a nurturing and learning environment within the house
- ensure a high standard of social work practice
- ensure a reasonable standard of child care and general house management
- keep abreast of current legislation which informs and prescribes our work, paying particular attention to the Children Act 1989, 2004 and the Children & Families Act 2014
- work within the Working Together to Safeguard Children Guidance 2018
- work in accordance with the Organisation's Health and Safety policies
- work in accordance with the Fellowship's Equal Opportunities policies
- perform sleep-in duties and work a rota as required
- perform domestic duties as required by the Manager or Deputy
- perform such additional tasks as may be required by the Manager

Work with Families

- be involved in the system of keyworking
- work in partnership with parents, colleagues, social workers & other agencies to improve the service offered to families
- liaise closely with parents, the staff team & social worker to establish plans of work for each parent as keyworker.
- work with and alongside parents on the tasks of daily living
- enable parents to acquire the skills of parenting & independent living
- monitor & supervise parents where necessary in the care of their children
- be involved in the assessment of parents in the care of their children
- share with parents the content of all reports personally compiled before wider distribution
- encourage parents to participate in house activities & groups
- inform parents of community facilities available & encourage their appropriate use
- be involved in resettlement and further assessment of family as required

Administration

- keep records of day to day running of the house using house diary, message book & daily report sheets on individual families
- write reports on computer for reviews, court, end of placement etc. as appropriate
- attend case conferences, reviews, planning meetings as required
- attend court hearings & give evidence when appropriate
- In consultation with Manager or Deputy, liaise with outside agencies to make use of resources available in the community to enhance work with parents & children
- stimulate referrals & be involved in selection of new families
- carry out various administrative tasks as appropriate e.g. collection of weekly charges
- in consultation with Manager or Deputy, liaise with outside agencies to promote the work of St. Michael's by receiving visitors, students etc.

Staff Development

- attend supervision with either the Manager or Deputy and appraisal sessions; participate in own appraisal
- attend appropriate training courses as arranged to meet training needs identified in appraisal and to enhance professional development and
- attend group consultancy sessions with outside consultant
- attend weekly staff meetings

These are the normal duties which the employer requires at the date of appointment.

However, all staff must work flexibly and all employees may be required from time to time to perform other duties for the efficient running of the organisation.

This job description does not form part of the contract of employment.

Job Specification & Personal Skills: Family Assessment Support Worker

ESSENTIAL	DESIRABLE
Skills	
Interpersonal	Counselling
A high standard of literacy	Assessment
Accurate recording	
Report writing	
Word processing	
Previous Experience to have worked with:	
people from multi-cultural backgrounds	Desirable to have worked:
members of a team	residentially
children and/or parents	in a residential family unit
adolescents	with people who have been abused
people with learning disabilities	with families
	with people with history of psychiatric illness
Knowledge	
Independent living skills	Use of written agreements
Parenting skills	Keyworking
Child development	Importance of play
Partnership with parents	Effects of abuse on parent
Current legislation esp Children Act '89, 2004 & Children & Families Act 2014	Child care
Signs of child abuse	The benefits system
Child abuse procedures	Psychiatric illness
Working Together to Safeguard Children 2018	Child sexual abuse
The framework for the assessment of children in need and their families 2000	Open access to files
Qualifications	
Level 3 Diploma in children & young people's workforce (Social Care)	GCSE English
	First Aid
	Clean driving licence
	Counselling Certificate

OTHER QUALITIES RELATING TO THIS POST:

A sense of humour

Flexibility

Commitment

Non-judgmental

A skill that could be shared

Willingness to learn