JOB DESCRIPTION & PERSON SPECIFICATION

CHILDREN & FAMILIES SERVICE (CFS) PRACTITIONER

TITLE:	Children & Family Service (CFS) Practitioner
HOURS:	28 hours per week (Flexi-time and TOIL policies apply. This role will include occasional evening and weekend working)
BASED AT:	Clan House Aberdeen (Job consists of frequent travel throughout Aberdeen city and Aberdeenshire. On occasion to other Clan bases across Clan's reach)
SALARY:	£23,801.50 (£29,751.88 FTE)
REPORTING TO:	CFS Team Leader

CLAN CORE VALUES:

All Clan employees are required to demonstrate supportive and respectful behaviour at all times, not only to clients but also to colleagues and management. Colleagues are treated professionally with respect and dignity and take responsibility for operational boundaries and expectations to ensure a harmonious working environment. All employees are required to adhere to Clan's five Core Values:

Honesty: We are honest, reliable, transparent and treat others with fairness.

Excellence: We invest and empower people, are committed to excellent and strive to provide high quality, consistent support in a healthy, safe environment.

Accountability: We take ownership for and are responsible for our choices and actions. We are accountable to each other and consider the outcomes of our behaviours on the achievement of our goals and tasks.

Respect: We value diversity of people and thought. We behave in ways that earn trust and support each other.

Teamwork: Clan is a community, we are welcoming and supportive, and we communicate openly. We are strong together.

JOB PURPOSE:

To develop and promote the Children and Family Service throughout Aberdeen City and Aberdeenshire. A key part of the role is the ability to establish professional networks in Health, Education, Social Work and the Third Sector which will enable the service to develop.

To deliver therapeutic support to children, young people and their families when they have been affected by cancer, whether someone important to them is affected by the illness or the child or young person themselves has a diagnosis of cancer.

To provide advice and support to other agencies.

To identify the need for therapeutic groups for children and young people according to identified need and as agreed by CFS Lead Practitioner and deliver these alongside volunteer support.

The post holder will be managed and supported by the Children and Families team based in Aberdeen. The CFS Practitioner must be able to provide temporary cover to any of Clan's community based services across the north east of Scotland as required and agreed by CFS Team Leader and/or Head of Cancer Support Services.

KEY RESPONSIBILITIES & DUTIES:

- Establish and maintain strong working relationships with key professionals and agencies.
- Develop partnership working approaches where appropriate.

- Undertake an assessment of need and put in place therapeutic support as appropriate for the children, young person or family. This can be on an individual one-to-one basis, through groups, or working with the family.
- Provide clients with a safe, secure and appropriate environment to express their feelings and emotions through a range of therapeutic interventions such as play, drawings, storytelling, etc.
- Undertake loss and bereavement work with children and young people to help them understand the changes in their families, develop ongoing coping strategies they can use, and help them find the answers to their questions.
- Support clients to help them cope with their own and their children's feelings of anxiety, loss and grief.
- Support parents to communicate well with their children about cancer and its impact on the family.
- Provide the family with support, information, resources and materials.
- Effectively manage an active caseload with support from the line manager and provide clients with an opportunity to access further support at transitional points in their future.
- Identify the need for group work including activity groups and structured loss and bereavement programs and liaise with Lead Practitioner to develop groups and deliver alongside volunteer support
- Promote the Children and Family service throughout Aberdeen City and Aberdeenshire via talks and presentations as necessary.
- Provide advice to other professionals as appropriate.
- Maintain records and prepare reports as required.
- Adhere to Clan's policies and procedures.
- Contribute to training events as required across Clan, for example supporting the delivery of Child Protection Training and Volunteer Training.
- Undertake relevant CPD to maintain and develop professional skills and expertise suitable for the role.
- Participate in the development of innovative practice and service delivery along with the team.
- Take part in supervision of individual practice within Clan's structure.
- Participate in Children and Family Service team meetings.
- Attend, and participate, where required, in Clan Planning Days and Clan developments/groups/events as the charity moves forward.
- Work across the Clan organisation with staff, volunteers and supporters as required.
- Ensure that children and young people are safe at all times and, with support, to refer to other statutory services should there be concerns about behaviours and/or vulnerability.
- Work closely with Clan's services team and other members of the Clan staff team.
- Support any income generation events from a wellbeing services perspective and share any links or local knowledge of opportunities to grow the income generation aspect of Clan in Aberdeen City and Aberdeenshire.

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This list is not exhaustive and other duties will be required to be undertaken from time to time to ensure the effective delivery of responsibilities associated with the post.

PERSON SPECIFICATION

CHILDREN & FAMILIES SERVICE (CFS) PRACTITIONER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Professional qualification in Social Care, Social Work, Teaching, Nursing, Psychology, Counselling or a related discipline.	Knowledge of relevant policies and procedures including child protection and GIRFEC. Loss and Bereavement training. Knowledge of child development Working with children/adults with additional support needs
Experience	Experience of working with children and families. Experience of group work. Experience of partnership working and service development. Experience of loss and change with children and young people. Working in an education or social care setting with children and young people up to the age of 25	Experience of working with children and families affected by long term illness. Experience of loss and bereavement work with children and young people. Understanding of Child Protection.
Special aptitudes or abilities	Able to engage with clients from different backgrounds. Ability to engage with hard to reach families. Ability to maintain professional boundaries with client group. Excellent interpersonal skills. Excellent communication skills. Organisational and time management skills. Ability to manage own diary effectively. Ability to work as part of a wider team Ability to prepare and execute presentations to professional colleagues in Education, Health and Social Care Partners etc as well as members of the public.	Good risk assessment skills Skills in arts, crafts, drama, music, storytelling, creative writing etc Trained in non-verbal communication methods
Requirements of the post	Full driving license and access to a car. Ability to work out with normal hours on a regular basis. Successful completion of Clan's in-house Support & Listening Training. Successful PVG Disclosure.	

	Committed to anti-discriminatory practice. Committed to continuous professional development. To be resilient and robust. Completion of Safeguarding training	

Line Manager	**Employee**
Name:	Name:
Signature:	Signature:
Date:	Date: