



<b>Post title:</b>	Family Support Worker, Missing Children's Team (MCT)
<b>Salary grade:</b>	H (23 – 27) £21,260 - £24,121
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Countywide, based at The Criminal Justice Centre, 700 Pavilion Drive, Brackmills Northampton NN4 7SL
<b>Reports to:</b>	MCT Team Manager
<b>Service area:</b>	Safeguarding and Children's Services

### Overall purpose of the post

Based at The Criminal Justice Centre the Missing Children's Team (MCT) operates as part of a multi agency safeguarding team co located with the police missing persons unit and the RISE CSE team. The role is to complete Independent Return Interviews within statutory timescales with children and young people who have been missing from home or care. The role is to understand the circumstances of the missing incident and offer appropriate advice and guidance to prevent future missing episodes and share key information with relevant professionals to ensure effective safeguarding is in place.

The post holder is expected to have strong communication skills and be able to effectively engage with vulnerable young people and gather information about the missing episode. The post holder is expected to use their strong communication and interpersonal skills to work effectively as part of a multi agency team and to share information with other professionals in a timely manner.

The post holder will be expected to have strong written skills as an essential part of the role is to complete a comprehensive and timely written record of interviews with young people, highlighting the issues raised.

The job holder is expected to use good organisational skills and problem solving skills when arranging and conducting interviews and managing and prioritizing their workload.

The post holder will be expected to liaise with parents, carers and family members as well as MASH and other agencies to ensure the safeguarding of young people is paramount and that appropriate services are in place.



## Principal responsibilities

1. To manage specific areas of work, allocated by the supervisor, and liaise with family and appropriate professionals in order to effectively carry out independent return interviews with children and young people who have been missing from home or care.
2. To understand the circumstances of the missing episode and the reason the young person went missing and provide appropriate advice and guidance.
3. To gather and share information regarding the missing episode to ensure appropriate safeguarding is in place and to minimize future missing episodes.
4. To work within NNC policies and procedures and keep accurate, timely and up to date records which will contribute to multi-agency forums, reviews. The post holder must maintain records of appointments, contact and other records within service policies, so that all documentation is in compliance with NCC and legislative requirements.
5. To develop own knowledge and skills base, develop good working relationships with professionals and agencies to enable successful partnership working within a climate of mutual respect.
6. Take into account the difficulties and complexities that may impact on young people who are referred to this team, which include Child Protection issues, child sexual exploitation, domestic abuse, substance misuse and mental illness.
7. Demonstrate awareness/understanding of equal opportunities and other people's behavioral, physical, social and welfare needs.
8. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with the policies and procedures relating to health and safety within the department.



## Person Specification

Post Title:	Family Support Worker –Missing Children’s Team
Grade	H
Service Area:	Safeguarding and Children’s Services

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"><li>• This post requires satisfactory clearance from the Disclosure and Barring service.</li><li>• Additional enhanced police clearance is required to work in a Police building and this role is subject to an enhanced police check and vetting process</li><li>• 5 GCSE'S A-C grade or equivalent, including English and Maths.</li></ul>	<ul style="list-style-type: none"><li>• NVQ level 3, or similar qualification, in a related area, e.g. Education, Social Care, or Health.</li></ul>



Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working within the field of family support or in a similar role</li> <li>• Experience of working with children and families and direct work with children and young people</li> <li>• Awareness of current national guidance and good practice in relation to Children who go missing, and child sexual exploitation.</li> <li>• Awareness of legislation relating to the job such as such as the Children Act, Adoption and Children Act, Human Rights, Health and Safety legislation.</li> <li>• Awareness of the professional and ethical context of the work and the organisation.</li> <li>• Evidence of strong skills engaging with children and young people</li> <li>• Experience of working with vulnerable families.</li> <li>• Knowledge and experience of child safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of work within a statutory social work team.</li> <li>• knowledge of child safeguarding in Northamptonshire.</li> </ul>
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<ul style="list-style-type: none"> <li>• Able to demonstrate an ability to engage with vulnerable children and young people.</li> <li>• Excellent communication skills both verbal and written.</li> <li>• Good IT skills and ability to use IT systems effectively</li> <li>• Ability to travel independently and effectively to locations around Northamptonshire.</li> <li>• Strong organisational skills</li> <li>• Ability to form positive professional relationships with Colleagues and other</li> </ul>	



	<p>professionals and agencies</p> <ul style="list-style-type: none"><li>• Ability to prioritise workload</li><li>• Confidence to work on own initiative.</li><li>• Able to work under pressure.</li></ul>	
Equal Opportunities	<ul style="list-style-type: none"><li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</li></ul>	