

Job Description

Job Title:	Strengthening Families Delivery Manager		
Service Group:	Children & Young People		
Department/Team:	Early Intervention & Prevention		
Location:	Any suitable base across Wolverhampton		
Grade :	7		
Job Class:		Number of posts:	
Disclosure and Barring Clearance:	Enhanced		

Special Conditions:

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7 day period, including weekends**, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

Job Purpose:

To manage a staff team, including those who carry out casework with children and their families

To manage a caseload, including complex and higher risk cases. To ensure that casework is maintained and improved to support the independence, wellbeing and security of service users and the community

To fulfil the responsibilities for the Strengthening Families Partnerships Manager, in their absence.

To work within a multi-disciplinary management team and to contribute to providing a fully integrated service for children and families

To contribute to the overall strategic and operational development of the Strengthening Families Hub and its services.

Key Contacts in Organisation:

Reports to: Strengthening Families Partnerships Manager

Number supervised: A maximum of 10 employees

Main contacts: Council Employees, Service Users, External Partners

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Main responsibilities:	
	<i>Management:</i>
1.	To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
2.	To support the Strengthening Families Partnerships Manager in the implementation of Early Intervention and Prevention services.
3.	To embed the principles and core behaviours within everyday practice and monitor effectiveness through robust supervision and appraisal.
4.	To manage and supervise staff as specified within the Strengthening Families staffing structure.
5.	To support Strengthening Families Workers to be creative and innovative in their approaches to working with families in order to achieve sustained change and outcomes.
6.	To support and advise staff in their work with children & families, ensuring procedures relating to safeguarding and protecting children are followed.
7.	To monitor and evaluate the work carried out by the staff team and ensure its' effectiveness and suitability in meeting the needs of the community through the use of reliable assessment methods.
8.	To draw on specialist knowledge of evidence based interventions.
9.	To conduct regular case file audits, in line with the case management policy.
10.	To produce case related reports in accordance with procedural and legislative requirements.
11.	Provide staff with supervision, appraisals and development opportunities in line with the Council's HR policies and procedures.
12.	To enable, motivate and support staff to provide a high quality service to children and families.
13.	To respond to and challenge inappropriate practice and advise the relevant line manager.
14.	To keep abreast of relevant policy and procedure updates, both local and national.
15.	To take a lead in promoting a safe environment for service users, children, staff and visitors, by assessing risk and ensuring measures are taken to safeguard and protect all individuals on the premises.
	<i>Support for the Strengthening Families Partnerships Manager and Contributing to Integrated services:</i>
16.	To support and assist the Strengthening Families Partnerships Manager in ensuring the Strengthening Families Hub is accessible and inclusive.
17.	To support and assist the Strengthening Families Partnerships Manager in identifying priorities and measuring outcomes for the specified area population.
18.	To oversee the collation of data and ensure electronic systems are used effectively.
19.	To maintain clear and accurate records and produce written, verbal and electronic reports as and when required.
20.	To work closely with the Strengthening Families Partnerships Manager in analysing data in order to identify patterns and trends in Strengthening Families area.
21.	In partnership with the Strengthening Families Partnerships Manager, to monitor and maintain budgets and identify resources required to implement the service plan.
22.	To work in partnership with the Strengthening Families Partnerships Manager and managers from other agencies in order to develop integrated services for children and families.

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23.	To contribute to the evaluation of services and review customer satisfaction.
Special Features:	
<p>Post holders must act in accordance with the Council's Constitution and other Codes of Conduct.</p>	
<p>Post holders must participate in staff development, appraisal and training as appropriate, including continuous professional development.</p>	
<p>Post holders must comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.</p>	
<p>Post holders must undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.</p>	
<p>Post holders must participate in the wider development of the service and contribute to service improvement as required.</p>	
<p>City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."</p>	