**Job Description**

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| **Job Title** | **Children/Young Person’s Caseworker (Child on Parent Violence/Abuse Project)****2 year fixed term contract (continuation subject to funding)** |
| **Accountable to** | **The Board of Trustees/Chief Executive Officer** |
| **Line Manager** | **Team Leader Supported by Head of Operations** |
| **Hours of Work** | **35 hours per week (full time)** **Mon-Fri 9.30am to 5pm with half hour lunch** |
| **Salary** | **£26,000. – £27,500. Dependent on experience** |
| **Closing Date** | **29th August 2025** |

**Job Purpose**

To carry out direct work and offer appropriate services to children and young people (aged 8 – 18 years) displaying abusive behaviour towards their parents/carers.

**Job Responsibilities**

1. To undertake initial and ongoing assessments relating to the needs of children / young people displaying abusive harmful behaviour to their parents, drawing on additional information from partner agencies where relevant, (e.g. children and young people with additional complex needs).

2. To provide relevant and appropriate support program to the child and to refer to other relevant support services as appropriate e.g. with regards to Safeguarding.

3. To ensure at all stages that the child / young person’s and parents needs are identified, prioritised, and addressed as far as possible.

4. To ensure that service and outcomes are identified and met and can be demonstrated to the referral agency, parent/carer, and other relevant agencies.

5. To advocate and liaise on behalf of the child / young person, with statutory and other agencies, should this be required.

6. To act in a consultancy / advisory capacity for external agencies.

7. To engage parents and children / young people in identifying and designing appropriate services.

8. To hold and manage a varied and fluctuating caseload in accordance with agency guidance, policy and procedures.

9. To maintain accurate, up to date and relevant case notes on both the Case Management and Local Authority system. Write internal and external reports were required, including safeguarding conference reports, court reports, legal aid letters, team meeting minutes, reports for monitoring etc

10. To assist, support and supervise volunteers and students working in the agency.

11. To contribute to the development of the service and take responsibility for personal development through active engagement in supervision, team meetings, training, board meetings and agency events, as required.

12. To collect, retain and submit appropriate data required by SWACA, with full adherence to GDPR / Data Protection (legal) requirements.

13. To promote the interests of the Charity by supporting fundraising and public relation events.

14. Other similar duties may be allocated from time to time, appropriate to the general character of

the post.

It is a requirement of the post that some evening and weekend work is undertaken for which time in lieu will be authorised.

This Job Description is a representative document.

**Person Specification**

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| Specification | Assessment Method\* |
| **Essential Requirements** |  |
| **Experience/Education** |  |
| Significant experience of delivering interventions to children and young people on a one-to-one and group work basis | A/I |
| A relevant qualification i.e. youth and community, education, counselling, social work | A |
| Experience of working with children with additional complex needs  | A |
| **Knowledge** |  |
| An understanding of child development | A/I |
| An understanding of the impact of domestic abuse upon families | A/I |
| A sound working knowledge of Safeguarding legislation and practice | A/I |
| A general understanding of behaviour-related issues affecting children with complex additional needs  | A/I |
| A working knowledge of multi-agency approaches including statutory meetings and legal processes | A/I |
| Knowledge of Data Protection requirements (GDPR)  | A/I |
| **Competencies** |  |
| Ability to deliver effective interventions to children and young people, working with changing family dynamics | A/I |
| Ability to provide a safe and supportive environment for children and young people | A/I |
| Sensitivity and non - judgemental approach in working with complex family issues | A/I |
| Ability to relate and engage with individuals from diverse backgrounds | A/I |
| Excellent verbal and written communication skills with key stakeholders, (service users, parents, professionals, team colleagues etc.) | A/I |
| Ability to maintain effective liaison/working relationships with all relevant agencies. | A/I |
| Ability to maintain high professional standards in adherence to agency policies and procedures.  | A |
| Ability to evaluate and monitor the impact of interventions and support the collation of service user feedback. | A/I |
| Ability to use IT systems, (Microsoft Office, Case Management Systems, etc.) | A |
| Self-motivated and competent at managing own caseload. | A/I |
| Ability to work as a member of a multi-disciplinary team. | A/I |
| Ability to reflect on own practice through supervision, line management and peer-support. | A |
| Ability to work to SWACA’s values and ethos. | A |
| **Desirable Requirements** |  |
| An understanding of the Voluntary, Community and Faith Sector. | A |

\*Assessment Method: A – Application I – Interview T – Test

**Notes:**

1. Due to the nature of our work, it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service.