

Title Parenting Co-ordinator	Department Children, Families and Cultural Services	Post Ref.
Job Purpose: <i>To co-ordinate the Family Service parenting offer and to support and supervise the delivery of parenting interventions and programmes by other staff</i>		
Key Responsibilities <ol style="list-style-type: none"> 1. To work to deliver the graduated parenting offer targets as set down in the service and team business plan 2. To manage complex parenting interventions in line with service guidance 3. To plan, commission, co-ordinate or facilitate the graduated parenting offer 4. Undertake reviews of parenting outcomes for children, young people, parents, carers communicate this to lead professionals 5. To undertake assessments and prepare court reports for Parenting Orders, to managing Parenting Orders within statutory requirements and represent the local authority in Court proceedings when required 6. To manage and supervise parenting contracts within service standards 7. To act as a peer mentor and coach and to assist in workload management of Parent and Family Workers 8. To communicate effectively with other professionals, particularly in relation to the graduated parenting offer 	Key Accountabilities <ol style="list-style-type: none"> 1. To ensure the delivery of the graduated parenting offer is within the Family Service's scheme of delegation for safeguarding children and local safeguarding arrangements 2. To ensure that graduated parenting offer is delivered to service standards 3. To ensure the delivery of the graduated parenting offer within their designated locality 4. To ensure that outcomes are assessed, recorded and communicated to the lead professional 5. To fulfil the statutory requirements to provide court ordered Parenting Orders 6. To ensure effective contract management 7. For professional development of Family Service staff 8. For providing case information to professionals to facilitate improved outcomes for cases 9. To ensure professional development and operational effectiveness of Family Service staff 	

<p>9. To lead in group supervision activities</p> <p>10. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in groupwork and parenting courses</p>	<p>10. To ensure an appropriate level of knowledge of groupwork and parenting & attachment theories</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <p>1. A relevant qualification at level 4 or above, for example social care, child development or family systems</p> <p>2. Knowledge of Parenting Orders and parenting contracts, including statutory requirements</p> <p>3. Full driving licence (unless registered disabled)</p>	<p><i>Personal skills and general competencies</i></p> <p>4. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</p> <p>5. Strong interpersonal skills with a range of people including children, young people and parents and carers, colleagues and other professionals and managers</p>
<p><i>Experience</i></p> <p>11. A minimum of three years post qualification experience of working with children, young people and their families</p> <p>12. Experience of designing, planning and delivering groupwork/courses</p> <p>13. Experience of managing challenging situations</p>	<p>6. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support</p> <p>7. Ability to meet agreed objectives and delivery targets by the effective use of resources</p> <p>8. Information technology skills including use of databases and word processing</p> <p>9. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards</p> <p>10. Takes an active role in managing risk, health and safety and safeguarding issues</p>

Role Dimensions

1. Managing the graduated parenting programme for complex families, children and young people on a day-to-day basis and delivering services in line with practice guidance
2. Handling of petty cash to the value of £30
3. To work unsocial hours, including evenings and weekends, in line with service needs
4. Reports to Team Manager

Date 12 June 2019