

LINCOLNSHIRE ACTION TRUST

Post: Trainee Children and Families Practitioner
Responsible To: Senior Children and Families Practitioner

JOB PURPOSE

- To assist in the provision of interventions, support and advice for children and families of prisoners accessing identified provision;
- To support the delivery of family related courses for small groups of prisoners in conjunction with prison / LAT staff;
- To assist with establishing and demonstrating effective links with a range of key practitioners and agencies in relation to children and family provision;
- To contribute to ensuring that project targets are met;

KEY TASKS

- To contribute to ensuring adult and child safeguarding procedures are proactively adopted across all interventions;
- To assist in providing independent advice / guidance to family members accessing provision, formulating an agreed action plan to appropriate quality standards;
- To assist with determining the range of support required, co-ordinating access to and / or delivering interventions and regularly review progress;
- To support delivery of relevant courses to prisoners / families, assisting with development of such provision as required;
- To refer clients to internal / external provision as appropriate, providing necessary support;
- To ensure all work undertaken is within a risk management framework;
- To challenge inappropriate attitudes and behaviour;
- To assist with the development of strong working relationships with other professionals, agencies and organisations, including criminal justice agencies;
- Support the collection, collation and presentation of relevant monitoring information as required / requested, including tracking information;
- To ensure Matrix quality standards are adhered to;
- To assist with maintaining and updating resources and equipment periodically;
- To contribute to the effective awareness raising and information sharing about family provision within the prison;
- To comply with relevant policies and procedures in relation to partner agencies and Lincolnshire Action Trust;
- To achieve agreed targets and obtain specified evidence in accordance with contract requirements, including measuring 'distance travelled' and satisfaction levels;
- To maintain and update computer and paper records to ensure information is accurate and up-to-date;
- To take an active role in implementing agreed quality assurance activities;
- To undertake any other duties which may reasonably be expected of this post;

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Experience

- Experience of providing support to children and families from disadvantaged groups;
- A working knowledge of 'Every Child Matters'

Proven Skills / Attributes

- Ability to engage with children of different ages;
- Ability to work in a motivational and engaging manner;
- Tenacious, yet empathetic approach;
- Excellent communication skills, both oral and written;
- Ability to work as part of a team and a commitment to collaborative working;
- Empathetic approach;
- Good awareness of appropriate boundaries;
- Good IT skills;
- Methodical approach to working;
- Excellent co-ordination and negotiation skills;
- Proven networking skills;
- The ability to plan, meet objectives and deadlines and make informed decisions and problem solve within a changing environment;
- Willingness to undertake ongoing staff development;
- Personal and active commitment to equal opportunities

DESIRABLE REQUIREMENTS

- Experience of working with clients with multiple needs
- Knowledge of the criminal justice system and relevant legislation