

Job Title: Parental Imprisonment Case Manager - Hybrid

Salary:	£35,000 (Pro-rata 37.5 hrs) – Part-time hours may be considered
Organisation:	Children Heard and Seen is a charity that works to support children, young people and families affected by parental imprisonment. This post will supervise a team of Children & Families Practitioners.
Responsible To:	Chief Operating Officer
Probation:	A probationary period of 6 months will apply
Fixed Contract:	Fixed Term 1 year, subject to funding
Hours:	37.5 hrs - Flexible working hours to meet the needs of the family – some evenings and weekends required
Location:	Home based with some travel to office bases
Holidays:	25 working days per year, plus 8 Public Holidays
Pension:	4% employer's contribution stakeholder pension. Individual staff can choose their level of contribution
DBS:	If offered the role you will be subject to an Enhanced DBS check. A previous criminal record does not exclude you from applying or being the successful applicant. Each case is judged on its merits
Essential:	Social work qualification, minimum of two years post qualified experience, registration with Social Work England

Join our vibrant and close-knit team as we passionately strive to make a positive impact on an often-overlooked cohort of young people: those affected by parental imprisonment. In this role, you will play a crucial part in our mission by providing specialised support to children and young individuals with a parent in prison, continuing to amplify the voices of these invisible children, and raising awareness of the impacts of parental imprisonment. In this position, you will be empowered to deliver essential, tailored assistance to address the unique needs of this vulnerable group and their families. Your contribution will make a real difference in the lives of these young individuals.

The ideal candidate must possess the following experience:

- Proficiency in case management, encompassing the assessment and analysis of the needs of children and their families, coupled with the capability to devise intervention plans and support packages.
- A comprehensive understanding of legislation and practices associated with safeguarding adults and children, alongside a commitment to enhancing this knowledge through continuous professional development.
- A proven track record of collaboration with other agencies to deliver successful outcomes and adeptness in engaging with vulnerable children and families.

- Exemplary verbal and written communication skills, including adeptness in report writing and case recording.
- Proficiency in the use of ICT systems.
- The ability to perform effectively under pressure, prioritize workloads, and meet deadlines.
- Desirable, but not essential, is some knowledge of the criminal justice system.

Job Specification

- Supervise the team of Children and family's practitioners.
- Provide one-to-one support to families affected by imprisonment. Undertake a whole family assessment, manage family caseloads to address individual needs.
- Supervise, plan and implement the online group timetable for CYP and adults.
- Holding and leading responsibility for family's cases, coordinating a package of interventions and support, including those involving multi-agency teams and statutory services.
- Taking thematic lead on specific aspects highlighted by management, including program development, sharing best practices, and evaluation.
- Working collaboratively with multi-agency colleagues on managing high-risk, vulnerable children and young people.
- Making complex decisions using professional judgment, evidence-based tools, and critical analysis to inform caseload plans.
- Maintaining critical awareness of current local and national contexts and new evidence-based research that may impact CYP impacted by parental imprisonment
- Promoting personal and team learning through reflective and critical case reviews/supervision.
- Using the Case Management System to record all assessments, plans, contacts, actions, and decisions.
- Reporting Risk and Vulnerability through the management chain and wider multi-agency teams.
- Contributing to service development by identifying practice improvements
- Deliver training to colleagues and stakeholders
- Undertaking any other duties as directed to meet service needs, including evening and weekend work when necessary.
- Adopt flexible working while maintaining appropriate boundaries in provision of support, advice, and guidance to families
- Provide regular feedback to senior managers
- Travel to office bases when required
- To support the line manager in other day to day duties within the remit of this job description, in the line managers absence

To apply please send CV and cover note explaining why you would be suitable for this role to info@childrenheardandseen.co.uk – This position will be filled once the suitable candidate is appointed, we hold the right to end the recruitment process at any time

