

BOROUGH OF ROCHDALE

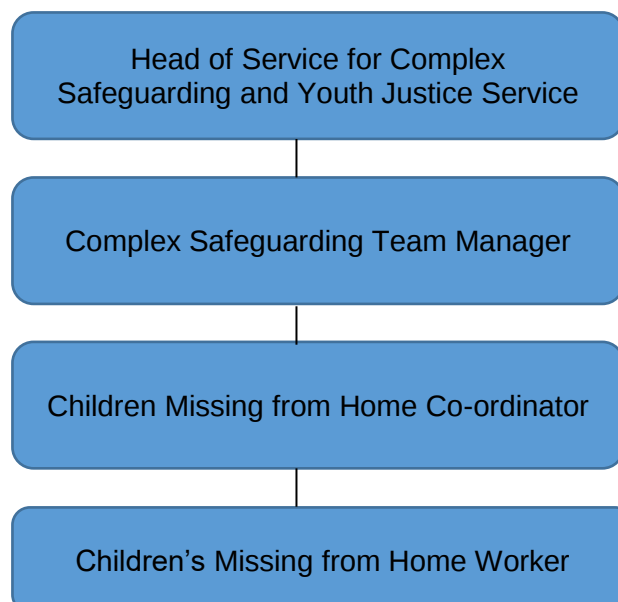
JOB DESCRIPTION

Service:	Children's Services – Children's Social Care
Section:	Complex Safeguarding
Location	Rochdale Police Station
Job title:	Children's Missing from Home Worker
Post number:	
Grade:	Grade 6
Accountable to:	Complex Safeguarding Team Manager
Accountable for:	Not applicable
Hours of Duty:	37 hours per week IN ACCORDANCE WITH SERVICE REQUIREMENTS AND THE SCHEME OF FLEXIBLE WORKING ARRANGEMENTS / SERVICE WORK-LIFE BALANCE SCHEME
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased, or operated and occupied by RBC. This post is not Politically Restricted in accordance with the current regulations

Post subject to DBS and Police Vetting check

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To work directly with young people, their families or carers and professionals when a young person has been reported missing to the police. To complete Return Home Interviews in line with Missing from Home / Care protocols and procedures to implement appropriate interventions and offer further support.
2. To develop meaningful relationships with children, supporting them to achieve positive outcomes in their lives. You will be working directly with children, undertaking identified pieces of work to identify the factors impacting on them going missing, any support required with the aim of preventing / reducing any further missing episodes.
3. To work with children and families across the Children's Needs and Response Framework, predominantly those who are cared for by the Local Authority, but at times those children who are supported through Child in Need and Child Protection Plans.

Control of Resources

Personnel The post holder will not be responsible for managing other members of staff.

Financial The post holder may be responsible for handling petty cash as part of the delivery of a particular package of support.

Equipment/Materials The post holder will be responsible for any items of equipment allocated to them as part of their work e.g. Mobile phone, laptop / tablet.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

The post holder will need to work closely with a wide range of internal and external agencies who are in negotiating, monitoring and coordinated multi-agency packages of support.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversity of the Borough
- Pioneering and open in our approach.

Be aware of and apply these behaviours at all times.

Principal Duties

1. To work with young people to build strong relationships to improve the life chances of children by supporting their well-being and addressing the impact of adversity. Supporting young people with a range of issues arising from underlying factors for going missing from home or care.
2. To liaise with parents/carers, social workers and/or relevant professionals to gather and share important information to inform how best to work with and support individual young people who are reported missing from home or care.
3. To organise, undertake and record Return Home Interviews within 72hrs of a child returning home or being found safe and well. To complete an analysis of the information collated from the young person, parents/carer, and professionals to inform care planning / support and safeguarding plans.
4. To identify risks, vulnerabilities and factors that impact on a young person's safety and well-being which require referrals / response for further support; contributing to care plans to support the needs and safeguarding of young people.
5. To work in partnership with young people and support effective communication using a strength-based approach and single action plan to build resilience and maintain positive changes. Empowering young people to find solutions and deal with challenges effectively whilst respecting their backgrounds, differences, cultural values, and beliefs.
6. To assess and provide high quality evidence based direct work with individual young people including safety planning; supporting positive change in behaviours and the ability to resolve multiple and complex problems.
7. To work with children within their family, foster care, or residential care home settings to increase the skills, confidence, and abilities, assessing the interventions or services required to resolve issues, prevent duplication of provision and support de-escalation wherever possible.
8. To work with colleagues as part of a multi-agency team gathering and sharing accurate information that informs the child's care planning and decisions about the plan providing professional challenge where appropriate.
9. To be an advocate for young people, assisting them in reducing barriers and blockages to support services, providing information to them about how to access support services.
10. To ensure that children, young people, and families are fully involved in planning and decision making and are consulted with in relation to support plans and interventions ensuring needs are met and prevent issues becoming more complex.
11. To ensure that you keep abreast of key changes with local, GM and national development relating to all aspects of your work. To be reflective in your practise, sharing skills, knowledge and learning with keyworkers and other partners.
12. To maintain high quality case notes, records, reports, chronologies, and case studies of all interventions accurately and effectively on the agreed system, to the agreed standard and within agreed timescales and appropriately use office systems, including Early Help Modules, Liquidlogic, Tracking Databases etc.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Rozanne Stevens / Natalie Greenhalgh	Date April 2025
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Agreed by Postholder		Date
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Supervisor		Date
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Head of Service		Date June 2025
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Service Director		
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**Rochdale Borough Council
Person Specification**

Service:	Children's Social Care	Post:	Children's Missing from Home Worker
Section:	Complex Safeguarding	Post Number:	
Job Ref:	CSF16023	Grade:	Grade 6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills, or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
To work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service	E	AF/I
To travel within and outside the Borough as required	E	AF/I
To undertake work outside of normal hours as required	E	AF/I
(b) Qualifications and Experience		
Educated to a minimum of NVQ Level 3 within a relevant field e.g. Early Years, Health and Social Care.	E	AF/I
Experience of working with children and families on a one-to-one basis, in group settings, of working with vulnerable children and families and of lone working in a challenging environment.	E	AF/I
Experience of working with colleagues and partners in a multi-agency context, problem solving and undertaking assessment.	E	AF/I
Experience of maintaining accurate records and completing information for reports, sharing information appropriately and maintaining confidentiality.	E	AF/I
Experience of working in partnership with young people supporting them to identify and resolve challenges.	E	AF/I
Experience of operating IT applications in daily work and utilising spreadsheets.	E	AF/I
Experience of consultation with children that enables their voice to be heard and an understanding gained of their lived experience.	E	AF/I
Adaptable, flexible, and resilient solution focussed approach to work.	E	AF/I

(c) Skills and Knowledge		
Ability to communicate effectively and engage with children/ young people and families both verbally and in writing.	E	AF/I
Ability to work effectively as a member of a multi- agency team delivering services to children and families.	E	AF/I
Knowledge of early help, child protection and safeguarding and the ability to implement related policies and procedures.	E	AF/I
Knowledge and understanding of legislation and how it impacts on children and their families e.g. equalities, health and safety, safeguarding.	E	AF/I
Good organisational skills and the ability to prioritise work and make effective use of time.	E	AF/I
(d) Behaviours and Values		
Approach the job at all times using the values set out below • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Be aware of and apply these values and associated behaviours at all times.	E	AF/I