



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Caseworker</b>
<b>Responsible to:</b>	<b>Director of Therapy and Training</b>
<b>Location:</b>	<b>Across all Dandelion Time's sites and HQ</b>
<b>Hours:</b>	<b>30 to 37.5 hours per week</b>
<b>Salary:</b>	<b>£24,750 per annum pro rata to hours</b>

### **Job Outline**

The purpose of this post is to work within the aims, policies and values of Dandelion Time by providing an efficient and effective casework service which meets quality standards and achieves performance targets. The Caseworker will be part of a small team, including therapists and crafts-people, working with children and their families, including carers and others important in the referred child's life. The Caseworker will work with the team in the preparation for and delivery of the service together with administrative duties and home visits.

### **Key Responsibilities**

- To assist the Director of Therapy and Training and others in the delivery of the experiential therapeutic programme for children and families adhering to Dandelion Time's methodology at all times
- To manage own caseload
- To prepare, lead and deliver family sessions, including organising self and others in craft activities, gardening and meal preparation
- To actively participate in listening/conversations with families
- To incorporate safeguarding in to every aspect of the work with families
- To organise and at times lead one to one therapeutic sessions
- To write contemporaneous session recordings, case notes, registers and other documentation needed to fulfill the charity's contractual obligations
- To attend multi agency meetings and home visits
- To refer to other specialist advisers and/or agencies as appropriate and in consultation with the Director of Therapy and Training
- To help facilitate, organise and work alongside therapists and others in activities and therapeutic sessions to include, for example, games, drama, circus skills, participation in storytelling
- To engage in off-site activities as required
- To assist the Director of Therapy and Training in managing volunteers on the family sessions
- To be willing to take a flexible and adaptable approach to service delivery, making a positive contribution to the team

## **Duties and Responsibilities of All Staff**

- Prepare for and attend regular team meetings, mandatory training, annual appraisals and personal development sessions
- To contribute to the effective and efficient running of Dandelion Time by awareness of, and compliance with all policies and procedures
- To work closely with line manager to establish targets and develop strategies to meet them.
- Maintain a sensitive and professional approach towards colleagues, volunteers, children and families, mindful of confidentiality and anti-discriminatory practices
- Abide by health and safety guidelines and risk assessments and share responsibility for own safety and that of colleagues, volunteers, children and families
- To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation
- To create positive relationships and to treat everyone with dignity and respect, adhering to Dandelion Time's core aims and values, and adhering to the Equality and Diversity policy.
- To be proactive in improving Dandelion's environmental performance across all areas of the charity, complying fully with Dandelion Time's Environmental Policy
- To undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives
- This job description may be subject to joint review from time to time between the post-holder and Dandelion Time, and as such is liable to amendment.

## **Other requirements**

This post requires regular screening by the Disclosure and Barring Service (DBS).

The post holder will be required to attend up to 3 days of mandatory training per year and monthly team meetings. These may be outside of normal work pattern.