


<b>Job Title:</b>	CiC Team Leader	
<b>Job Grade:</b>	E	
<b>Reports To:</b>	Service Manager	

**Service Overview:**

Compass delivers early intervention emotional health and wellbeing services for children, young people and families, ensuring they can access the right support at the right time and in the most appropriate setting.

We work collaboratively with education, health, social care and community partners to provide accessible, responsive and outcome focused support, helping to reduce barriers, avoid duplication and improve experiences for children, young people and families.

Compass has a strong track record in delivering innovative health and wellbeing services through a wide range of creative and flexible approaches, including digital interventions, across community and educational settings.

Our services are shaped by a values-based approach, with collaboration and coproduction at the centre of service development and delivery. We continually review and develop services in response to identified need, ensuring support remains effective, inclusive and responsive to local communities.

The service provides early intervention support for children, young people and families across community and educational settings, helping to improve emotional wellbeing, resilience and long term outcomes.

**Job Purpose:**

The post holder will be integrated within Coventry City Council’s Children In Care and Through Care Services, responsible for the development and delivery of a range of individual and group-based therapeutic interventions to children in care, care leavers, carers and professionals.

As the post holder, you will be part of a highly responsive and holistic service, holding a caseload whilst ensuring the CiC team fulfil their core offer of services. You will provide advice, support, and direction to the team for children and young people with more complex needs or when safeguarding is a factor in the delivery of care.

The Team Leader will be responsible for the leadership and co-ordination of all CiC workstreams including regular line management and practice supervision for CiC Counsellors and Practitioners. This role will work directly with named leads within Children In Care and Through Care services and specialist CiC CAMHS services, working to review and enhance the quality of service provision.

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## **Key Duties and Responsibilities:**

### **1. Operational**

**1.1** Hold a caseload and provide support to children and young people with mild to moderate emotional health and wellbeing needs through assessment, planning, implementation and evaluation of person-centred care and interventions.

**1.2** Provide consultations to Social Workers and other professionals allied to the young person's care to ascertain the presenting and intervention need.

**1.3** Deliver evidence-based emotional wellbeing interventions for children and young people on both an individual and group basis.

**1.4** Work collaboratively with children, young people and families using outcome measures to support and evaluate interventions and progress.

**1.5** Support children and young people who require higher levels of support to access more specialist services where appropriate.

**1.6** Provide consultation, guidance and training to professionals and partner agencies where appropriate.

**1.7** Identify and respond to the wider needs of children, young people and families, working collaboratively with professionals from other services where appropriate.

**1.8** Work flexibly across community and educational settings to improve access to services and support.

### **2. Team Delivery**

**2.1** Lead the Compass CiC Team and be a specific point of contact for both CiC. Throughcare and Specialist CWPT CAMHS services

**2.2** Lead on the triaging and allocation of referrals in collaboration with CWPT staff.

**2.3** Contribute to quarterly monitoring reports, annual report and lead on the production of an impact report alongside the Service Manager and Data Lead.

**2.4** Support the operational planning, delivery and evaluation of key workstreams across the CiC Team with key partners such as Children's services and CWPT.

**2.5** To contribute to the development of ideas and innovative practice and propose changes to protocols and procedures within the CiC Team.

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- 2.6** To initiate and participate in departmental audit as requested by the Service Manager
- 2.7** To formulate and plan for intervention, negotiating this with clients, relatives/ carers and social care staff.
- 2.8** To develop robust pathways with CAMHS CiC Team and other agencies to ensure the timely support and treatment of children and young people.
- 2.9** To maintain accurate records of all contacts ensuring timely input into the clinical database.
- 2.10** To evaluate the outcomes of interventions with clients, carers and others using standard routine outcome measures including the identification of where a need has not been met.
- 2.11** Lead on designated projects, working with others to deliver results for the service.
- 2.12** Actively work with and engage partners to ensure a joined up emotional wellbeing offer across CiC, Throughcare and CWPT services
- 2.13** Support the Service Manager in the delivery of Compass' Clinical Governance framework, policies and procedures
- 2.14** Be an active member and contribute to local operational and strategic meetings to represent the service and organisation and build sustainable partnerships with priority partners
- 2.15** Effectively lead and line manage staff in order to deliver results; inspiring others to be positive in their everyday practice, service delivery and development.
- 2.16** To be responsible for ensuring that all policies and procedures are adhered to within the CiC team.
- 2.17** Ensures adequate cover for the service throughout the year.

### **3. Developing and Maintaining Relationships**

- 3.1** Be an active and positive member of the team and always demonstrating the Compass values of integrity, valuing each individual, being solution-focused and being consistent and reliable.
- 3.2** Work collaboratively with parents, carers, allied professionals and partner agencies to support positive outcomes for children and young people.

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- 3.3** Contribute to a multi-agency approach to supporting children, young people and families through effective partnership working.
- 3.4** Support professionals within social care and community settings to identify and appropriately respond to emotional health and wellbeing needs.
- 3.5** Engage with safeguarding and child protection professionals where there are concerns regarding the welfare or safety of children and young people.
- 3.6** Work collaboratively with professionals and services involved in supporting children, young people and families to coordinate effective care and support.
- 3.7** Work as part of a responsive multi-disciplinary service supporting children, young people and families.
- 3.8** Build and maintain strong relationships with partner agencies, particularly CiC, Through Care and CWPT services, exploring opportunities for collaborative working.
- 3.9** Maintain effective communication, and cooperation with colleagues across Compass and contribute to organisation-wide initiative and working groups.
- 3.10** Fully contribute to internal operational meetings sharing performance data and actions plans to ensure efficient service delivery

#### **4. Managing Self**

- 4.1** Effectively manage your workload and contribute to the achievement of team objectives.
- 4.2** Participate in the performance review process, reflecting on progress and identifying areas for continued development.
- 4.3** Take personal responsibility for health, safety, and wellbeing in the workplace, promoting equality, diversity and inclusion at all times.
- 4.4** Maintain confidentiality, safeguard information and adhere to Caldicott and Data Protection principles in line with Compass policy.
- 4.5** Ensure all record keeping and reporting meets required standards, supporting quality assurance and audit processes.
- 4.6** Act as a role model for good infection prevention and control, safeguarding practice, and professional conduct.

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**Flexible Approach**

To undertake any evening or weekend working as required.

**In addition to these functions the post holder is expected to:**

In agreement with the line manager carry out such other duties as may be reasonably expected in accordance with the grade of the post.

**Financial Responsibilities:** None

**People Responsibilities:**

The post holder will have line management responsibility for all staff within their assigned area and provide practice supervision within the team as required.

**Qualifications, Experience and Knowledge:****ESSENTIAL****Qualifications**

- An accredited Children and Young People's Counsellor (BACP or equivalent)
- An accredited Supervisory Qualification (inclusive of counselling)
- Relevant further or higher education qualification for example NVQ health and social care, youth work diploma, diploma in social work, relevant degree

**Knowledge & Experience**

- Working collaboratively in a multi-disciplinary team including provision of operational leadership.
- Working in community with Children, young people and families.
- Working with children and young people with emotional health needs or additional vulnerabilities.
- Working with young people and/or adults of all ages with behavioural and/or mental health issues and/ or learning disabilities.

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- Experience of operationally leading a team.
- Working knowledge of health, education, social services and the voluntary sector and have the ability to work in partnership with other professionals from a range of multi-disciplinary backgrounds
- Must demonstrate knowledge of current legislation including the Children Act 1989, 2004, the Human Rights Act 1998, safeguarding of children and adults, and the Mental Capacity Act 2005
- Demonstrate the application of values in mental health practice including the ability to identify, challenge and where possible redress discrimination and inequality.
- Knowledge of safeguarding issues and have the skills to be able to apply knowledge appropriately with complex cases
- Must be experienced in and able to demonstrate proficiency in case management responsibility including making properly informed independent decisions and communication

### **Skills & Aptitude**

- Ability to lead others and delegate/supervise staff
- Recognition and escalation of risk, contributing to control measure
- Planning workload, time management
- Work under pressure and able to manage changing priorities
- Understand need for evidence and statistical data collection, and achieving targets
- Good IT skills
- Team player and an enthusiastic personality
- Multi-agency/disciplinary working
- Excellent communication skills and the ability to engage CYPF
- Innovate practice and ability to influence others

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- Ability to analyse, evaluate and rationalise data and enable progressive models of delivery and intervention
- Visionary approach to managing change and transition
- Positive attitude, flexible and adaptable, solution focused and tenacious

**Personal**

- Able to work all year round and flexibly as part of a team to best meet business need
- Possession of full UK driving licence and access to vehicle
- Ongoing commitment to maintain registration in core profession (if appropriate).

**DESIRABLE**

- Experience of working with Children In Care
- Experience of working in a social care setting
- Research and audit experience
- Experience of developing services
- Experience of working therapeutically with Children, Young People or families.

**Key Competencies/Personal Attributes:**

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*The post holder must demonstrate strengths in the following competency areas:*

- **Team Player** – able to work as part of a team, co-operate to work together and in conjunction with others and willing to help and assist whenever possible and appropriate.
- **Interpersonal skills** – able to develop, establish and maintain positive relationships with others both internal and external to the organisation.
- **Strategic Thinking** – able to identify and manage risk.
- **Confidence and Resilience** – able to deliver messages in a confident manner, with excellent presentation skills and group work skills.
- **Communication skills** – excellent communication skills (both written and verbal) and ability to adjust communication style and content to the audience.
- **Confidence & Resilience** – able to work under pressure, dealing with peaks and troughs in workload and see tasks through to completion when under pressure.
- **Flexible & Adaptable** – positive attitude to dealing with change; flexible and adaptable, and open to exploring new ideas.
- **Self-awareness** – ability to empathise with others, maturity to admit and rectify mistakes and strong degree of personal integrity to adhere to acceptable standards of behaviour.
- **Motivated** – highly motivated and reliable and organised to plan and meet deadlines and manage time effectively.

#### **Compass Values:**

*The post holder must demonstrate exemplary behaviour in all Compass values, personifying the values and inspiring all staff to do the same:*

- **Integrity:** An unstinting commitment to honesty and openness in all our activities.
- **Valuing Each Individual:** Respecting the needs of each person and helping them gain greater control of their life.
- **Being Solution Focused:** Responding quickly and flexibly to current and emerging needs.
- **Consistent & Reliable Approach:** Always delivering on our commitments.

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<b>Safeguarding:</b>
<p><i>The post holder must demonstrate and share our commitment to Safeguarding:</i></p> <ul style="list-style-type: none"><li>• Work proactively to safeguard and promote the welfare of children, young people and vulnerable adults.</li></ul>



Compass is committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and we expect all staff and volunteers to share our commitment. As part of our safer recruitment process, an enhanced DBS check will be undertaken before appointment as part of our pre-employment checking process and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

Compass is also committed to equal opportunities and expects all those employed or who volunteer to share our commitment.

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