

**JOB TITLE:** ARC Outreach Worker  
**GRADE:** H5 – H7  
**REPORTS TO:** Senior ARC Worker / ARC Manager  
**TEAM:** ARC Services, WGC  
**DEPARTMENT:** Safeguarding and Specialist Services

## Purpose of the Job

To undertake work with young people and children (of all ages), carers and families, delivering planned treatment inputs from the ARC framework. This is a countywide service so you will be required to have a full driving licence and access to your own vehicle.

## Main Areas of Responsibility

- To undertake direct work with children and families with the most complex needs, using a range of interventions, organised through the ARC framework in collaboration with senior colleagues.
- To contribute to assessments to help inform treatment interventions and care planning for children with the most complex needs.
- To maintain records and provide information manually and electronically including LCS.
- To be proactive in keeping own professional knowledge and skills up to date through supervision, training and other development opportunities.
- To work in partnership with a range of agencies to deliver Tier 3 Targeted support to children and families and represent the ARC service at multi-agency meetings.
- To have a high quality of report writing.
- To make a positive contribution to the team and development of the service by sharing expertise and knowledge.
- To actively contribute to the development of the team, service, and ARC framework.
- To develop knowledge of community needs and existing children's services countywide.
- You will be required to work flexible hours, which may include evenings and Bank Holidays.
- A minimum of 10% of your monthly hours will need to be worked at weekends, which may be in our residential home depending on the need.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- You will have excellent communication and listening skills being empathetic and insightful to the needs of troubled children and adolescents. You will be calm, resilient, nurturing and emotionally aware with a passion for helping children affected by abuse and neglect to meet their potential through therapeutic care. You will be willing to learn and develop your skills and practice through training and additional study.
- You should hold a relevant social work, teaching; youth work qualification or NVQ or be willing to start an NVQ within six months and complete within a year. You should have an interest in gaining knowledge of relevant care legislation, including the Children Act and Children's Homes Regulations (England) 2015.
- An understanding of child protection policies and procedures as well as child development will be desirable. You will understand and support the purpose of the children's homes and be willing and able to respond appropriately to challenging children.
- You will be able to function effectively in stressful situations and able to communicate with children, colleagues and professionals. Whilst being flexible and creative in achieving the responsibilities of this post you will deliver to high standards.
- You will understand and demonstrate the need for confidentiality and data protection.
- We have a duty to safeguard and a responsibility to ensure the safety of staff.

As part of the recruitment process you will be required to have a Personal Interview. This is used to assess candidates' suitability to work with children. It will give us a better understanding of you, and explore your personal experiences, beliefs and values and how they might affect your ability to undertake this role. Please contact the interviewer if you would like any further information on this.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of

employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)