

Job description

Job title		Family Support Worker			
Department		People		Function	Children & Families
Team	Early Intervention		Post number	CT0350,CT0627 CT0344,CT0697 CT0319	Grade LBR6
Reports to		Early Intervention & Family Support Service Senior Supervising Social Worker			
Responsible for		N/A			
Purpose of job					
<p>To assist the Early Intervention & Family Support Service Supervision and Manager in developing a support service to ensure an efficient and cost effective service.</p> <p>To work effectively with other members of the Early Intervention team using any specialist knowledge to ensure on going development of the service.</p> <p>Supporting staff to carry out programmes of work, offering advice, input and guidance to promote positive parenting.</p>					
Major duties and responsibilities					
<p><u>Specific function and task</u></p> <p>The Family Support Worker is expected to work in partnership with the Early Intervention & Family Support Service Supervision and Manager using effective communication skills to ensure that the team is able to deliver effective, efficient services.</p> <p>To work alongside staff delivering a range of services to Families, children and young people.</p> <p>As a member of the Early Intervention & Family Support Service to provide cover for absent colleagues to ensure a seamless service for the client.</p> <p>To be responsible for holding an individual case load.</p> <p><u>Children and their Families /Carers</u></p> <p>Contribute to client care plans where appropriate.</p> <p>Maintain good standards of childcare practice.</p> <p>Make appropriate referrals to Child protection team in line with procedures.</p> <p>To prepare and present reports for a wide variety of audiences and (<i>Case conferences, Core group meetings and Court and to support and assist staff to</i>) ensure that work in this area is completed to a high (<i>the required professional</i>) standard and within time scales.</p>					

To participate in referral meetings, reviews, case discussions, core group meetings, case conferences court, care plan meetings and any other relevant (*professional*) meeting (*in a senior role. Organizing, chairing and taking minutes if required. Ensuring service users fully understand the process.*)

To complete relevant paper work for the family files and maintain these files to a high standard, working with other staff to ensure this is done in line with departmental procedures.

To work in partnership with families, monitoring their needs through accurate record keeping, care planning and case recording ensuring that information is shared with service users where this is permissible.

To work in partnership with other professionals.

To be a good role model by demonstrating how to approach sensitive and personal issues with parents/ carers in a professional manner.

General

To keep up to date and implement any legislation or procedures in relation to service delivery, disseminating as necessary to other staff.

To work with the Early Intervention & Family Support Team to ensure that the organisation and development of services comply with Ofsted required minimum standards.

To work alongside the Early Intervention & Family Support Team and with Ofsted Inspectors to ensure that any recommendations made within Inspection reports are adhered to.

To actively promote and encourage diversity and a multi-cultural ethos through every aspect of the service.

To ensure health and safety procedures are followed within own areas of responsibility, ensuring that health and safety requirements are met including lone working procedures.

Any other duties as required by the post.

Person specification

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<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = most important, 2 = least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications: 1. Recognised relevant qualification (i.e. NNEB, NVQ 3 or approved equivalent).				A	3

<p>Experience:</p> <p>2. Significant experience of working with children and families.</p> <p>3. Experience and knowledge of CAF</p> <p>4. Experience of working with child protection issues</p> <p>5. Experience of working one to one with families in their home</p> <p>6. Experience of dealing with difficult situations in a professional manner</p> <p>7. Experience of joint working with parents and other professionals</p> <p>8. Experience of writing, concisely and accurately, case notes, reports etc</p> <p>9. Experience of undertaking group work</p> <p>10. Experience of delivering parenting classes</p>	<p>A-I</p> <p>A-I</p> <p>A-I</p> <p>A</p> <p>A - I</p> <p>A-I</p> <p>A</p> <p>A – I</p> <p>A – I</p>	<p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p>
<p>Skills:</p> <p>11. Ability to support children in need and their parents, within their home or in the community and at reviews, case conferences etc.</p> <p>12. Ability to formulate and implement child care plans</p> <p>13. Ability to demonstrate good communication skills with colleagues, other professionals, children and their families</p> <p>14. Ability to work in co-operation with the Early Intervention & Family Support Team consulting on team and casework issues.</p> <p>15. Ability to remain courteous, calm and professional at all times.</p> <p>16. Ability to use resources effectively within current constraints.</p> <p>17. Ability to organize and manage own time and workload.</p>	<p>A</p> <p>A – I – T</p> <p>I</p> <p>A</p> <p>I</p> <p>A</p> <p>I</p>	<p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p>

Knowledge:		
18. Knowledge of legislation and guidance relevant to working within an Early Intervention & Family Support Service	A-I	3
19. Knowledge and understanding of the needs of children and their families.	A-I-T	3
20. Knowledge and understanding of equality and diversity issues.	A-I	2