

Job description

Family

Job title		Family Support Worker				
Service Area		Children and Families		Function	Families Together Hub- Early Intervention	
Team	Family support service		Post number	Various		Grade LBR 6
Reports to		Principal Family Support Worker				
Responsible for		N/A				
Purpose of job						
<p>Assist the Families Together Team to deliver outreach and support services to referred families, ensuring an efficient and cost-effective service.</p> <p>Work within the Families Together Team and alongside partner agencies within Children and Families to plan interventions that will improve outcomes for children and young people.</p> <p>Work directly with parents and children to deliver the interventions, offering advice, support and guidance and promoting positive parenting.</p>						
Major duties and responsibilities						
<u>Specific function and task</u>						
<p>The Family Support Worker is expected to work in partnership with the Senior Family Support Worker and Managers 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 and young children including developing “Team Around the Child” and be responsible for holding an individual case load.</p> <p>As a member of the Families Together Hub provide cover for absent colleagues to ensure a seamless service for the client.</p>						
<u>Children and their Families /Carers</u>						
<p>Create and contribute to family care plans.</p> <p>Maintain good standards of practice ensuring the safeguarding of children.</p> <p>Make referrals to partner agencies as appropriate, on behalf of families.</p> <p>To prepare and present reports for a wide variety of audiences and Case conferences, Core group meetings and Court and to support and assist staff to ensure that work in this area is completed to the required professional high standard and within time scales.</p>						

To participate in referral meetings, reviews, case discussions, threshold meetings, care plan meetings and any other relevant professional meeting. Organising, chairing and taking minutes in Team around the Child meetings. Ensuring service users fully understand the process.

To complete case recordings 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 and gaining consent to share information when appropriate.

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 within the Families Together Hub to ensure that the organisation and development of services comply with Ofsted required minimum standards.

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 required by the post.

Person specification

Job Title	Family Support Worker				
Service Area	Children and Families		Function	Families Together Hub- Early Intervention	
Team	Family Support service	Post number	Various	Grade	LBR 06
<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
Experience: 1. Experience of working with children and families. 2. Experience of working with child protection issues. 3. Experience of working one to one with families in their home. 4. Experience of dealing with difficult situations in a professional manner. 5. Experience of joint working with parents and other professionals. 6. Experience of writing, concisely and accurately, case notes, reports etc. 7. Experience of undertaking group work. 8. Understanding of parenting classes.				A-I A-I A A - I A-I A A – I A – I	3 2 3 2 3 2 2 2

Skills: <ol style="list-style-type: none"> 1. Ability to support children in need and their parents, within their home or in the community and at relevant meetings. 2. Ability to formulate and implement care plans. 3. Ability to demonstrate good communication skills with colleagues, other professionals, children and their families. 4. Ability to remain courteous, calm and professional at all times. 5. Ability to use resources effectively within current constraints. 6. Ability to organise and manage own time and workload. 	<p>A</p> <p>A –I –T</p> <p>I</p> <p>I</p> <p>A</p> <p>I</p>	<p>3</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p>
Knowledge: <ol style="list-style-type: none"> 1. Knowledge of legislation and guidance relevant to working with children and families. 2. Knowledge and understanding of the needs of children and their families. 3. Knowledge and understanding of equality and diversity issues. 4. Understanding of the Troubled Families Agenda and multi-agency working. 	<p>A-I</p> <p>A-I-T</p> <p>A-I</p> <p>A-I</p>	<p>3</p> <p>3</p> <p>2</p> <p>2</p>