



brighterfuturesforchildren.org

Family Worker

Job Description & Person Specification

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Job Information

Post Title	• CC Family Worker
Reports to:	• Coordinator
Grade and Salary:	• RG5 SCP 22-28 (£32,654 - £37,938) depending on experience.
Location	• Southcote Children's Centre (West Central)
Conditions:	• 37.5 hours per week (Full time)
Direct reports to the post:	• None

Job Purpose


1. To work as part of a Family Help team providing effective family support interventions.
2. To work with and support a caseload of families to achieve positive outcomes.
3. Leading safe and inclusive group activities for targeted families in the children's centre programme

Designation of Post within Company Structure

This post sits within Family Help Services.

1. To work with the whole family and partners to assess the needs within the household and acknowledge those of the extended family.

1. To deliver evidence-based interventions with families including direct work with children and young people
2. To adopt a key worker/lead Professional approach in order to develop, coordinate and deliver outcome focussed plans. This will include:
 - Organising, chairing and/or attending multi-agency Team Around the Child/family meetings in order to ensure a partnership approach to engaging and supporting families.
 - Reviewing action plans and ensure these are timely and plans are SMART
3. To work with families who exhibit a range of challenges and who may resist engagement – there may be a requirement to work intensively over a period with some families. This will include families stepping down from CSC statutory services, via children single point of access (CSPoA) and some joint work with Children social care (CSC).
4. To apply a challenge and support approach to working with families.
5. Liaise effectively and work with universal, targeted and statutory services and partners where appropriate for example: schools, children's Social Care, voluntary orgs etc.
6. Ensure that the voice and views of the child are sought, heard and represented appropriately and evidenced throughout the plan and work.

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7. To be outcome focussed – ensure that assessments and plans demonstrate the long, medium- and short-term outcomes that the family and team around the child look to achieve.
 8. To review progress and the plan regularly with families and other professionals.
 9. To work in partnership with colleagues across the Council, Health, schools, settings, police and other services in order to overcome barriers and achieve the best outcomes for children and their families.
 10. Maintain accurate, comprehensive and up to date records of work undertaken with family i.e. case notes, chronologies, assessments, reviews and closure documents. To record on case files data systems e.g. Mosaic.
 11. To contribute to performance and quality assurance processes in an accurate and timely manner.
 12. To maintain standards of service in line with RBC policies and procedures.
 13. To develop and maintain professional working relationships with staff from internal and external agencies/organisations.
 14. Maintain a range of strategies and resources to effectively engage children, families, partners and communities.
 15. To appropriately and consistently assess risk and safeguarding concerns with children, young people and families and to raise these issues with Manager and/or make referrals if appropriate to protect children, young people and adults from harm.
 16. Actively participate in case supervision with line manager – to keep records accordingly.
 17. Undertake Health & Safety processes re visits and meetings eg risk assessments, use of Reliance badges etc.
 18. A commitment to inclusive practice & confidence to embed anti discriminatory practice into daily work.
 19. To undertake out of office hours/weekend duty cover in accordance with service requirements.
 20. To ensure practice is in accordance with legislation and the Council's policies and procedures with reference to Health & Safety, Child Protection and safeguarding children.
 21. To take responsibility for own ongoing professional development.
 22. To deliver evidence-based family support interventions with a group of parents/carers.
 23. To work with complex families approaching statutory thresholds.
 24. To support partner agencies to undertake assessments and interventions with families.
 25. Coordinate communication to parents regarding the early education entitlement and facilitate the take up of places in settings.
 26. To plan, coordinate and deliver activity sessions under family learning.

Gateway Criteria

27. To deputise for the senior practitioner/ co-ordinator in supervising case file work and/or operational management of the children's centre on a temporary basis.
28. To undertake/lead on various transformational projects as directed by management.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> BFFC Colleagues including CSC and Education RBC Colleagues
External:	Develop and promote strong partnerships with: <ul style="list-style-type: none"> Education eg Nurseries, Schools, Colleges Health eg Health Visitors, School Nurses, CAMHS Voluntary Organisations

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development as identified in Probation, 1-1 supervision and appraisals.

4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

5. Scope of Job (Budgetary/Resource Control/Impact)

- None

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	YES – Level One
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	List if appropriate
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in	N/A

the “Main Duties & Responsibilities” above	
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Person Specification

Qualifications/Education/Training

1. A good general education (NVQ Level 3 – e.g. A-Levels or equivalent)
2. Formal training in a structured parenting programme e.g. Triple P, Incredible Years
3. A clear commitment to continue professional development

Experience

1. Substantial experience of working with children and young people in either a paid or voluntary capacity in a variety of settings.
2. Experience of working with families / parents/carers
3. Experience of working in a multi-agency environment
4. Experience of working within a safeguarding environment with families with complex needs.
5. Experience in completing assessments, plans & reviews to ensure positive outcomes for children, young people and families.
6. Experience in ensuring Health & Safety requirements concerning colleagues & families are understood, adhered to for the safety of everyone

Skills, Abilities & Competencies

1. Ability to effectively manage a caseload of families.
2. Ability to relate to and build effective working relationships with children, young people and families, particularly those who may be reluctant to engage with services.
3. Ability to plan and deliver evidenced based interventions and programmes in order to meet identified needs.
4. Ability to use IT such as word and outlook as well as case recording databases eg MOSAIC.
5. Ability to be innovative and creative in finding solutions to unique family challenges.
6. Ability to mobilise other services & coordinate effective Teams around the Family groups.
7. Excellent communication skills including listening and support skills.
8. Ability to work under pressure and maintain a calm and professional approach in difficult situations.
9. Ability to be self-motivated with good time management and organisational skills.
10. Ability to work with other key professional and partners from multi disciplines and organisations.
11. Tenacious, assertive & resilient & therefore able to deal with challenging people in distressing situations.
12. Ability to contribute as a constructive member of a team.
13. Ability to ensure that the principles of inclusion, equality and diversity are integral to development and delivery.



14. A commitment to continuous professional development

Specific Working Requirements

1. Commitment to some flexible working depending on service needs