

JOB DESCRIPTION

DIRECTORATE: Families & Wellbeing Directorate

DIVISION: Early Help

POST DETAILS:

Job Title: Children's Centre Support Worker

Grade: 5

Location of Work: Locality Based Teams

Directly responsible to: Early Help Team Manager

Directly Responsible For: N/A

Hours of Duty: 37 Hours

Primary Purpose and Scope of the Job:

- To work closely with local communities and partner agencies, undertaking assessments and working directly with children, young people and their families to ensure that the children are thriving in their home environment and prevent escalation of need.
- To be able to plan and deliver quality play, learning opportunities for children, young people and families within a geographical area. Be able to equip adults with knowledge and skills to continue this within their home environment.

WORKING RELATIONSHIPS:

Work with key partners including the Early Help Division, children and young people, parents, members, other members of the council, partner services and stakeholders.

KEY TASKS AND ACCOUNTABILITIES:

1. Working with a small caseload of families to reduce risk and build Resilience on an outreach and home-visiting basis
2. Work proactively, assertively and persistently with those families that are difficult to engage, using a variety of methods, in order to gain their trust, build confidence, and address any negative behaviour
3. Providing advice and support to children, young people and their parents/carers, including 'hands-on', practical, domestic-based support
4. Signpost, make appropriate referrals, and encourage engagement with other support services for families

5. In collaboration with families and ensuring that the voice of the child is heard, undertake a 'whole family' assessment. That is tailored to meet identified needs, risks and strengths and agreed goals by using evidence based tools such as the graded care profile within a multi-agency framework
6. To maintain records of all contacts held with children and their families in line with agreed case recording guidelines;
7. To act as lead professional and undertake Team Around the Family meetings with families to ensure they're fully supported to progress and achieve desired outcomes
8. To attend and take part in meetings and be an effective member of the multi-disciplinary team, including working closely with other agencies.
9. To work across a locality of schools, community, partnerships; including the voluntary sector, as part of a multidisciplinary team providing care and education for children.
10. To work with families to build confidence and enhance parenting skills and gain a better understanding of early learning development.
11. To plan, provide and facilitate a high quality range of sessional and targeted activities within the geographical cluster.
12. To ensure the sessions are fun and informative and allow parents to continue learning at home with their child.
13. To develop activities that will enable a child to progress and support parents in recognising developmental milestones. Furthermore, where delay is identified support parents to access professional support.
14. To provide high quality information regarding Children's Centre services to families and actively promote the wider Early Help division and its partners
15. To consult with families, and the wider community, including those defined as 'hard to reach' to shape and inform the decision making processes of Children's Centres.
16. To support Early Help managers in ensuring that the environment is appropriate, stimulating and safe for children and their families.
17. To attend and take part in team meetings networks and supervision, seminars, training sessions and working groups as required.
18. To be responsible for monitoring and evaluating service delivery given particular focus on Health and Safety.
19. To maintain confidentiality and observe data protection guidelines.

