



## **JOB DESCRIPTION**

**DIRECTORATE:** Families & Wellbeing Directorate

**DIVISION:** EARLY HELP

### **POST DETAILS:**

**Job Title:** Family Support Worker (Early Help)

**Grade:** Grade 6

**Location of Work:** Locality Based

**Directly Responsible to:** Early Help Team Manager

**Hours of Duty:** 37 hours with occasional evening and weekend work

### **Primary Purpose and Scope of the Job:**

To assist the Early Help Team Manager to develop and deliver integrated multi-agency services for children, young people and families. To ensure that safeguarding procedures are understood and implemented within a given geographical area. Under the direction of the Early Help Team Manager to provide tailored, family centred services to families across the threshold of need within the Early Help Division. Provide regular communication to integrated working colleagues within the division.

### **WORKING RELATIONSHIPS:**

All Warrington Borough Council Children Services Directorates teams.

All key partner agencies that contribute to the Children and Young Peoples Strategic Partnership, including but not restricted to the Police, Adult Social Care, Youth Offending Team, Drug and Alcohol Services, Voluntary, Private and Independent sector agencies and Mental health Specialist Services

### **KEY TASKS AND ACCOUNTABILITIES:**

1. Under the direction of the Early Help Team Manager, provide a professional lead to ensure high quality integrated teams that work with children, young people and families to reduce the need for targeted and specialist service, including families where a child has a disability.
2. Ensure case planning decisions are based on detailed early help assessment of families' needs so that you can identify and plan the support needed to address issues and prevent any problems from escalating.



3. To act as a lead professional and coordinate support services for families who are working with multiple agencies and undertake regular Team Around the Family meetings with families to ensure they're fully supported to progress and achieve desired outcomes.
4. Identify, promote and provide preventative services to children, in conjunction with other agencies where appropriate, to ensure the families are supported to meet their potential and improve outcomes.
5. To work as part of the Area Based team, although having the flexibility to work across the town as required, with occasional evening and weekend work determined by the needs of families.
6. To work with children and young people between the ages of 0-19 years and their families providing and promoting the holistic needs of the family, including children with a disability.
7. Provide clear and concise communication with integrated working colleagues within the division and beyond, working with colleagues, health and social care professionals and multi-agency networks to evaluate caseload needs and the progress that has been made.
8. Adhere to professional practice standards and legislation, including confidentiality, safeguarding, equality and diversity, and inclusion policies.
9. Ensure effective two-way feedback is maintained, so the interests of children, young people and families remains paramount.
10. Identify gaps in the service and ensure that all groups and events are accessible to families from a range of backgrounds and lifestyles.
11. Liaise with partner agencies and support development of an interagency approach across the division.
12. Manage your own workload, administration and diary commitments.
13. Maintain accurate and up-to-date administration and caseload records, including reports of all interactions and interventions, in line with timescales set out in the Early Help Practice Handbook.
14. Use evidence based tools such as Graded Care Profile 2, Home Conditions Assessment, Safety Plans, DASH etc.
15. Commitment to trauma informed practice through workforce development and continuing education.
16. Assist and contribute to the triage process supporting the Early Help Front Door.
17. Any other tasks deemed necessary by the Early Help Team Manager to develop the Family Support Team, appropriate to the level of the post.
18. To undertake occasional evening and weekend work as required.

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

**Job Description Prepared/Revised:** January 2022

**Prepared/Revised By:** Carlie Mills – Early Help Locality Manager