

St. Paul's Community Development Trust



JOB DESCRIPTION

JOB TITLE:	2 x Family Support Workers – Hall Green District
HOURS:	37.5 per week
SALARY:	£23,022pa
CONTRACT TERM:	1 x permanent 1 x temp 6 month Contract Both subject to a Probationary Review

St Paul's Community Development Trust works in partnership with The Springfield Project to deliver Birmingham Forward Steps Services in the Hall Green district. Applicants will be expected to work across the district as and when required.

MAIN DUTIES AND RESPONSIBILITIES

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

1. To work with families of under 5s, including pre-birth, to provide Early Help interventions to meet identified needs of families both in their home on a one to one basis and other settings.
2. To empower families to engage in support, enabling a person centred solution focused approach to family support where the service user guides the package of support.
3. To support families with identified support needs, holding a caseload and taking part in Case Supervision.
4. Family Support Workers play a key role to support families to make informed decisions about their own and their children's health and well-being.
5. To provide families with information, advice and guidance and signposting on various issues.
6. To provide Family Support Drop In sessions enabling families to access support
7. To identify barriers to accessing services within the local community and contribute to overcoming these barriers for all target and disadvantaged groups.
8. To use solution focused approach when working with families who are resistant to engage with the service ensuring the child's welfare remains paramount at all times.
9. To facilitate and deliver support and interventions which improve parental capacity and family relationships for families with under 5s.
10. To provide guidance and support on childcare, child development, child safety, nutrition, and early educational.
11. To encourage and support new mothers with Infant feeding advice in both antenatal and postnatal stages of pregnancy.
12. Delivering group intervention programmes that may include evidenced based programmes: Parenting Programmes; Freedom Programme.
13. Attend Multi-agency meetings, including Early Help Panels, as required and providing reports and feedback to senior managers.
14. Act as Champion for Family Support Services that may include a specialist area, as required.

15. To participate in the Trust's performance management scheme.
16. To undertake personal professional development and training as appropriate.
17. To assist with organising and running community events in Balsall Heath as appropriate.
18. To provide information, advice and guidance as appropriate.
19. To participate in the supervision process including the Probationary Review.
20. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.
21. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equal Opportunities, Data Protection and Safeguarding.

ADDITIONAL DUTIES

It is the nature of the Children's Centre programme that tasks and responsibilities are in many circumstances varied. All employees are therefore expected to work in a flexible way when the occasion arises.

SAFEGUARDING

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

SMOKING

Balsall Heath Children's Centre discourages smoking except in designated areas. This includes a requirement that staff do not smoke in the presence of any service user.

Supervision received: Named Senior Family Support Worker

Supervision exercised: Apprentices, Volunteers, Students



PERSON SPECIFICATION

JOB TITLE: Family Support Worker

METHOD OF ASSESSMENT (MOA)

A = APPLICATION FORM

I = INTERVIEW

T = TEST or EXERCISE

CRITERIA	ESSENTIAL	MOA	DESIRABLE
Experience	<ul style="list-style-type: none"> • Considerable relevant experience of the full age range from birth to five • Writing reports • Experience of partnership working with professional in relevant agencies and also families • Experience of working with parents and families and understanding their needs • Experience of delivering services in a Children’s Centre, Community or Health related setting • Experience in providing individual support to families with under 5s who are affected by a range of issues which can include: disability; domestic abuse; welfare rights; parenting; safeguarding; drug and alcohol dependency and maternal mental health • Experience in working with families and other agencies to develop and co-ordinate the delivery of a shared support plan. • Experience of providing home visits and facilitating group sessions • Experience of using data bases for recording, maintaining monitoring and retrieving information 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	
Knowledge	<ul style="list-style-type: none"> • Knowledge of issues facing families living in areas of disadvantage • Knowledge of the Early Help process and fulfilling the role of Lead Professional, where appropriate • A working knowledge and understanding of Safeguarding and Child Protection Procedures • Up to date with latest good practice and evidence based models 	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>	

CRITERIA	ESSENTIAL	MOA	DESIRABLE
Skills	<ul style="list-style-type: none"> • Observation and assessment • ICT and management systems • Good communication skills • Communicating and working in partnership with families • Be a reflective practitioner • The ability to review, analyse and evaluate your own and others' practice • Skill in developing and using a range of innovative approaches to effectively engage with and develop services for families, especially those who are hard to reach • Demonstrates an excellent customer service approach • Skills in collating and sharing data 	A/I/T A/I/T A/I/T A/I/T A/I A/I/T A/I A/I A/I	
Qualifications & Training	<ul style="list-style-type: none"> • NVQ 3 Children's Care Learning & Development and/or Health & Social Care 	A/I	<ul style="list-style-type: none"> • Qualification to deliver appropriate Parenting programmes e.g. Approachable Parenting, Incredible Years, Triple P. • Certificates of attendance for: Food Net, NCT, Weaning, Community Cooking, Oral Health, Infant Feeding

