

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Where jobs require access to ContactPoint enhanced disclosures will be required and will be reviewed every three years. Further information is contained in the Further Details document enclosed.

JOB TITLE: Family Support Worker

REFERENCE: AAAD7038

GRADE: 7

RESPONSIBLE TO: Headteacher

JOB PURPOSE:

Devise, implement and review individual care/support plans/pathway plans for children, young people and their families which meet their assessed need. Support children, young people and their families in the community through a range of interventions which improve family / individual functioning.

PRINCIPAL RESPONSIBILITIES

- 1 Act as a key worker to a small number of children, young people and their families, working in partnership with them and any other relevant persons to identify and meet their assessed needs within the community.
- 2 Devise, implement and review individual care/support plans/pathway plans so that families are properly supported to the standards identified in the service specification.
- 3 Maintain effective record systems to enable the preparation of necessary reports to contribute to the care planning process.
- 4 Liaise and communicate with other agencies, parents and professional staff so that appropriate resources may be identified and mobilized for the benefit of children, young people and their families.

- 5 Be aware of and comply with the statutory requirements, departmental policies, equal opportunities and other regulations and procedures in order to ensure statutory and Departmental requirements are met.
- 6 Network within local communities in order to increase the range of resources available to “children in need” and their families and care leavers.
- 7 Ensure that good communication and liaison is sustained throughout the team and with relevant external people, so that appropriate resources may be identified and mobilized for the benefit of the individual.
- 8 Evaluate the provision of service and contribute to the policy / planning processes within the team, involving service users and potential users to ensure the continuing relevance to the service specification.
- 9 Be responsible for the health and safety of staff and individuals and the health and safety of equipment and operations within the team in accordance with the Health and Safety at Work Act

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/ Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the area of Cheshire West & Chester.

5 KNOWLEDGE

Type of knowledge	What knowledge is essential?	Why are these needed?	How is it normally acquired?
Qualifications	NVQ Level 3 in childcare or equivalent e.g. BTEC Nursery Nursing	To have sufficient knowledge to enable jobholder to devise, implement and review individual care plans for children, young people and their families	Formal study and experience
Specialist	Child Development	To recognise norms of child development at various stages	Qualifications as above and in-house training and reading
	Parenting skills / Good child care practice	To impart knowledge to families and aid in the creation of care / support plans	Qualification and training and reading
	General knowledge / awareness of Domestic Violence, Drugs and Alcohol and Mental Health	The jobholder is not required to diagnose any of these issues but needs to have an awareness of some of the possible early signs to notify the relevant person who can make an assessment and work with these issues daily	Internal training and reading
Legislative	Children's Act, Health and Safety, Data Protection	To understand, interpret and comply with the legislation	Internal training and reading
Policies and Procedures	Social Services child care policies and procedures	To ensure children and their families are properly supported to specified standards and for the development and progression of young people	Books Internal Courses