

First Steps Enterprise Limited

Job Description – Family Link Worker

Placement: Tuebrook/West Derby Children's Centre

Pay: £10.54 per hour

Number of hours: 35 per week

Fixed-term to 30th September 2017

Primary Purpose of the Job:

- To support the Children Centre Service Co-ordinator/Manager and Children Centre Team in delivering high quality services to support children and their families.

Directly Responsible To:

- **Day-to-day - Children Centre Service Co-ordinator and/or Manager**
- Also responsible to employment manager – Managing Director of First Steps Enterprise Limited

Directly Responsible For:

- Facilitating and developing parental involvement and providing support for children and their families as agreed with the Children Centre Team and relevant agencies.

This Post Is Subject To Disclosure:

- Enhanced DBS
- Two appropriate references

Main Areas of Responsibility:

1. To support the Children Centre Co-ordinator and Children Centre Team in the provision of support and support services for children and their families.
2. To develop the use of the Centre by parents and carers, including foster carers.
3. To facilitate and deliver services/courses and activities to support parents that addresses areas of identified need.
4. Organise crèche provision to support training and activities at the Children Centre.
5. To work closely with Health Visitors and other relevant health professionals to support parents in meeting the needs of their children.
6. To promote a language enriched environment in the early years.
7. To facilitate and supervise parental/family contact during core service hours.
8. To work with the Family Support Service, the Neighbourhood Early Years Service and the Ethnic Minority Travellers Achievement Service to support families in line with agreed care plans.
9. To undertake home visits in line with agreed care plans.
10. To undertake outreach and promotional activities in the community at community venues
11. To work with other team members to provide cover for Early Years Practitioners and ensure adult: child ratios are met.
12. Promote the Equal Opportunities Policy of the Council.
13. To promote the safe guarding of children in accordance with the council's framework for the care and protection of children.
14. To be proactive in providing information on support services to parents and others.
15. To promote inclusion strategies within the Children Centre.

16. The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder.

Person Specification

Note to Applicant: In your application, you should provide evidence of meeting all points on the person specification,

Particularly those marked * as these are key criteria.

A = Application form; I = interview

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	- NVQ Level 2 or 3 in child care and education, NND, health, social care or equivalent.* - A commitment to undertake further training and development*	A A I
Experience	- A minimum of two years' experience of providing support for children and families.* - Experience of direct work with children aged 5 and under.* - Experience of working in partnership with parents.* - Experience of collaborative and multi-agency working to support children and families.* - Experience of normal language development in children under five. - Experience of working with children and families in their homes. - Experience of developing services and activities that support children and parents that address areas of identified need.* - Experience of planning and co-ordinating crèche provision	A I A I A I A I A I A I A I A
Skills/Abilities	- Ability to communicate effectively, using good written and verbal skills with young children, families, other professions and multi-disciplinary organisations in a wide range situations and at different levels.* - Ability to work in partnership with parents and professionals.* - Ability to work as part of a team in supporting the day to day operation of the service.* - To work with other team members to provide appropriate cover for day-care services to ensure adult; child ratios are maintained.* - Ability to develop the use of the Centre by parents/carers and foster carers.*	A I A I A A A I

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	- Ability to facilitate courses and activities to support parent and family needs. - Ability to organise and facilitate family contact sessions during core service hours. - Ability to work as part of a team across a range of services including health, Family Support and Neighbourhood Early Years Service etc. to support parents in meeting the needs of their children.* - Ability to support all the policies / procedures of the City Council including Safeguarding of Young Children.* - An understanding of legislation that relates to children and families.*	A I A A I A A I
Commitment	- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. - A commitment to Sure Start aims, objectives and principles	A I A I
Other	- This post is subject to Enhanced CRB Disclosure* - To undertake training and supervision as required by management.* - To work flexibly to support the overall operation of the centre.* - Computer and IT familiarity. - Full driving licence and own car highly desirable - Willingness to travel between early year's settings and nurseries as required	A A A A A A

Other Information

- Pay -; £10.54 per hour
- Number of hours per week: 35
- Annual leave based on number of hours worked per week and over the work period. If sessional, these hours are added at the end. This is done on a pro-rata basis of 25 days leave/175 hours. Some leave may be required to be taken in centre shut down periods.
- Place of work: Tuebrook & West Derby Children's Centre
- Subject to 12-week probationary period
- Fixed-term in line with placement requirements initially to 30th September 2017
- This post is funded through the placement children centre.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/> CVs are not accepted.