

First Steps Enterprise Limited

Job Description – Family Link Worker

Placement: Granby and Dingle Children's Centre

Pay: £19,430 per annum full time/actual £9,715 per annum

Number of hours: 17.5 per week

Initially fixed-term to 30th June 2018

PRIMARY PURPOSE OF THE JOB:

To support the Children Centre Service Co-ordinator/Manager and Children Centre Team in delivering high quality Universal Early Learning Services to support children and their families and to Champion the School Readiness Agenda.

To provide direct support to children and their families facing a range of difficulties. This role will provide additional support at an early stage to help divert families from requiring higher threshold services

DIRECTLY RESPONSIBLE TO: Children Centre Service Co-ordinator and/or Manager

THIS POST IS SUBJECT TO DISCLOSURE: Enhanced DBS and two positive references

MAIN AREAS OF RESPONSIBILITY:

1. To facilitate Universal Early Learning services/courses and activities to support parents that addresses the School Readiness agenda in line with EYFS Legislation
2. To support the Children Centre Co-ordinator and Children Centre Team in the provision of support and support services for children and their families.
3. To develop the use of the Centre by parents and carers, including foster carers.
4. To work closely with Core Team, Schools, PVI's and Childminders in the reach area.
5. To facilitate sessions and home based programmes that promote a language enriched environment in the early years.
6. To work effectively and cooperatively with partner agencies using common processes including the Early Help Assessment, Team Around the Family (TAF), and Lead Professional (LP) roles.
7. Develop clear individual targeted plans of intervention in accordance with the needs of the child / young person and their family as part of the Early Help Assessment process.
8. Adopt the role of the Lead Professional.
9. To promote the use of the children centre's services by fathers from the local community and to support fathers in meeting the needs of their children.
10. Promote the Equal Opportunities Policy of the Council.
11. To promote the safe guarding of children in accordance with the council's framework for the care and protection of children.

12. To be pro active in providing information on support services to parents and others.
13. To promote inclusion strategies within the Children Centre.
14. To attend regular supervision and personal review and development meetings as part of the performance management framework and participate in individual and team training and development activities.
15. A commitment to work with other agencies and use common processes for children 'in need' including EHAT, Team Around the Family and lead professional roles.
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 3 in child care and education, NND, Health and Social Care qualification or equivalent.*	A
	A commitment to undertake further training and development*	A I
Experience	A minimum of three years' recent experience of providing support for children and families.*	A I
	Experience of direct work with children aged 5 and under.*	A I
	Experience of working in partnership with parents.*	A I
	Experience of collaborative and multi-agency working to support children and families.*	A I
	Experience of normal language development in children under five. (D)	A I
	Experience of working with children and families in their homes. (D)	A I
	Experience of developing services and activities that support children and parents that address areas of identified need.*	A I
	Experience of planning and evaluating sessions in line with EYFS. *	A
	Ability to demonstrate a working knowledge of early child development birth -5 years.*	

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	- Knowledge and understanding of Children's Centre services and their aims.* - Knowledge and experience of tracking children's progress in line with EYFS.	
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.* - Ability to develop the use of the Centre by parents/carers and foster carers.* - Experience of facilitating courses and activities to support parent and family needs. (D) - Ability to work as part of a team across a range of services including Health, Family Support, Schools, Children's Services 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 I A A A I 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. - A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to a disability and/or pregnancy).*	A A A A

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	- To work flexibly to support the overall operation of the centre. (Occasional weekend and evening work required).* - Willingness to travel between early year's settings and nurseries as required either by car or public transport. *	

Other Information

- Pay -; £19,430 per annum full time actual £9,715 per annum
- Number of hours per week: 17.5 per week
- 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. Some leave may be required to be taken in centre shut down periods.
- Place of work: Granby and Dingle Children's Centre
- Subject to 12-week probationary period
- Fixed-term in line with placement requirements initially to 30th June 2018
- This post is funded through the placement children centre.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/> CVs are not accepted.