

## Job Description

<b>Job Title</b>	Children Centre Family Link Worker
<b>Directorate</b>	Children & Young People's Services
<b>Service Area</b>	Early Help
<b>Grade</b>	5
<b>Competency Level</b>	1
<b>Salary</b>	£28,770 - £33,024
<b>Job Type</b>	Office Based
<b>Location</b>	Childrens Centres
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	

## Job Purpose

To work with a range of partners including health and social care to deliver high quality services to improve long term outcomes for young children and their families' reducing inequalities of those in greatest need.

To focus on child development, school readiness, parenting aspirations parenting skills, training, employment and child and family health and wellbeing for parents and children under 5 years improving long term outcomes and life chances.

## **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. Would be allocated specific areas of responsibility by the children centre co-ordinator.

## **Directly Responsible To:**

Children Centre Manager

## **Main Areas of Responsibility:**

- To support the children centre manager and children centre team in the provision of support services for children and their families
- To work collaboratively with partner agencies, parents and carers in the development and implementation of programmes and activities to support children & families
- To establish good working relationships with service users and actively engage them in consultation, ensuring views are always sought and recorded
- To facilitate the delivery of adult, family and accredited learning courses to parents/carers and organise crèche provision as required
- To contribute to the delivery of the city-wide Speech and language pathway
- To promote and deliver school readiness programmes and activities, including home learning
- To deliver programmes to promote children's health and wellbeing in line with the healthy child agenda
- To facilitate the delivery of services to support healthy pregnancy, mental health and wellbeing, infant feeding and parent child attachment

- To advise parents on strategies to use at home to support their child's development
- To provide targeted support to children and families, this will include visits within the home environment, delivery of parenting courses and other group support
- To work collaboratively with other professionals when undertaking and providing individualised early help and single agency support to families
- To assess risk and need through early help assessments and where appropriate adopt the role of lead professional to use common processes for children and families who require more support than universal services including the Early Help Assessment Tool (EHAT), Team Around the Family (TAF) and Lead Professional (LP) role
- To work collaboratively with partner agencies to meet the needs of children & their families and provide targeted support which will include visits within the home environment, delivery of parenting courses and other support groups
- To Make use of information technology as required and to keep high quality and effective records on electronic systems e.g.: Liquid Logic and E start
- To attend all team meetings as required
- To promote the use of the children centre's services by vulnerable /underrepresented and hard to reach groups from the local community
- To take lead responsibility for specific themes identified by the children centre co-ordinator that are linked to service delivery / children centre core purpose, examples include: - employability, parenting, domestic violence, health, healthy child agenda mental health
- To promote the safeguarding of children in accordance with the council's framework for the care and protection of children

- To be proactive in providing information on support services to parents and others
- To promote inclusion strategies within the Children Centre
- To take part in regular keeping in touch meetings and personal review and development as part of the authority's performance management framework
- To participate in training and development activities as relevant to the post
- To work in a flexible way, as part of a team and under own initiative, including flexibility of working hours in accordance with the working arrangements of a children's centre, including occasional evenings and weekends
- To participate in covering the children centre reception when available and not engaged in the delivery of services

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- The job entails some standing and sitting and working with young children

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- NVQ Level 3 in childcare and education, NND, NNEB Health and Social Care qualification or equivalent (A)
- An understanding of legislation that relates to children and families and a commitment to undertake further training and development (A/I)

## Experience

### Essential

- Experience of providing support & working directly with children and their families, including in family's homes (A/I)
- Experience of developing services and activities that support children and parents that address areas of identified need (A/I)

### Desirable

- Experience of normal language development in children under five

## Skills/Abilities

### Essential

- Experience & ability to work collaboratively with partner agencies to contribute to / lead on individualised Early Help interventions and Single agency support to families (A/I)
- Ability to use computer, ICT systems & software and be able to communicate effectively, using good written and verbal skills with young children, families, other professionals, and multi-disciplinary organisations in a wide range situation and at different levels (A)
- Ability to work as part of a team in supporting the day-to-day operation of the service (A/I)
- Ability to support all the policies / procedures of the City Council including Safeguarding of Young Children (A/I)

### Desirable

- An ability to plan for and deliver services / programmes for Children & Parents to enhance outcomes for children and families
- Ability to facilitate Parenting Programmes, courses, and activities to support parent and family needs
- Ability to communicate effectively and build relationships with Parents and Partners

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



## Other

### Essential

- To undertake training and supervision as required by management (A/I)
- To work flexibly to support the overall operation of the centre (A/I)
- The post holder must be willing to work flexibly, including working hours, to meet the needs of the Children Centre. This could include occasional evenings / weekends (A/I)
- Willingness to travel within the Children Centre Footprint to deliver services directly to Families (A/I)
- Willingness to travel between Children Centre sites and all other venues within the community as required either by car or public transport (A/I)
- This post is subject to a Disclosure and Barring Service (DBS) - Enhanced