

Job Description

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

Job Purpose

To deliver high quality services to improve long term outcomes for young children and their families reducing inequalities of those in greatest need focusing on Child development, School readiness, Parenting aspirations Parenting skills, training and employment and Child and family health 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 sort 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 contribute to early years, play plans as part of early help assessments
- 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 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

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, Health and Social Care qualification or equivalent (A)
- A commitment to undertake further training and development (A/I)

Desirable

- Relevant experience in a community-based setting, Health, Advice & Guidance

Experience

Essential

- 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 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
- Experience of working with children and families in their homes

Skills/Abilities

Essential

- 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 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 develop the use of the Centre by parents/carers and foster carers (A/I)
- Ability to work in partnership with parents and professionals (A)
- Ability to use computer, ICT systems and software (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)
- An understanding of legislation that relates to children and families (A/I)

Desirable

- An ability to plan appropriately to deliver services / programmes 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
- Awareness of and commitment to the council's policies and procedures particularly Equal Opportunities and Customer Care

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)
- This post is subject to a Disclosure and Barring Service (DBS) at the appropriate level

Desirable

- Willingness to travel within the Children Centre Footprint to deliver services directly to Families
- Willingness to travel between early year's settings and nurseries as required either by car or public transport