

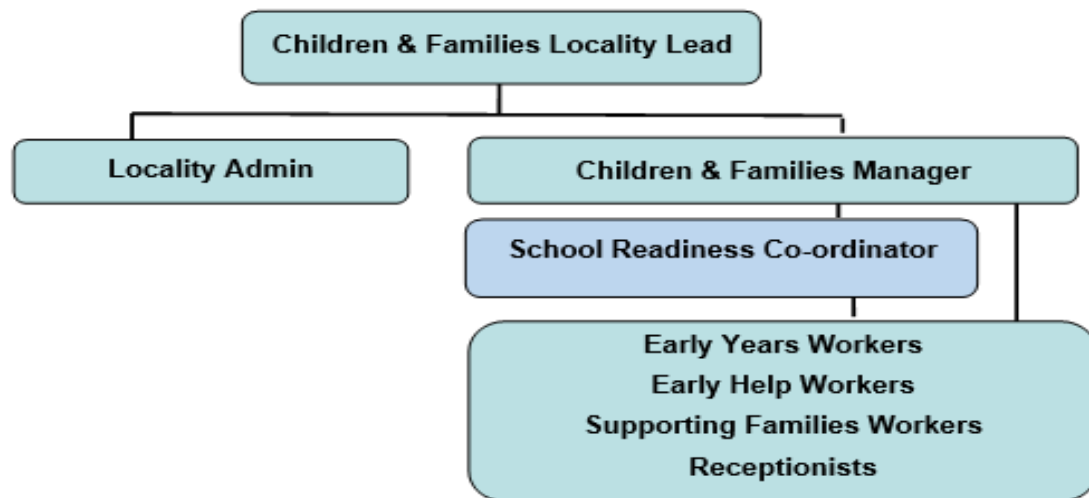
BOROUGH OF ROCHDALE

JOB DESCRIPTION

Service:	Children's Services- Early Help & Schools
Section:	Early Help & Early Years Service
Location	Localities
Job title:	Supporting Families Worker
Post number:	
Grade:	6
Accountable to:	Children & Families Manager
Accountable for:	Not applicable
Hours of Duty:	37 hours per week in accordance with service requirements and the scheme of flexible working arrangements/service work-life balance scheme
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the child workforce.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To work directly with families in their home and other community settings as a key worker with families (where there is at least one child aged 0 to 19) allocated to them on an agreed assessment/action plan following a whole family approach which seeks to support the family's development/outcomes and in particular promotes the welfare of children and young people.
2. To plan their work with the family around a comprehensive assessment of need, comprising a robust and inclusive SMART action plan and incorporating a process of regular multi-agency review. The over-all aim is to work with the family in a way that raises aspirations, builds resilience and overcomes barriers to progression, empowering the family to develop new skill and build on strengths.
3. To work with children and families across the Children's Needs and Response Framework including those at Early Help, Child in Need, Child Protection and Cared for Children levels.

Control of Resources

Personnel The post holder will not be responsible for managing other members of staff

Financial The post holder may be responsible for handling petty cash as part of the delivery of a particular package of support

Equipment/Materials The post holder will be responsible for any items of equipment allocated to them as part of their work e.g. Mobile phone, lap top / tablet

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

The post holder will need to work closely with a wide range of internal and external agencies who are in negotiating, monitoring and coordinated multi-agency packages of support.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversity of the Borough
- Pioneering and open in our approach.

Be aware of and apply these behaviours at all times.

Principal Duties

1. To work with families to build strong relationships to improve the life chances of children by supporting their well-being and addressing the impact of adversity within the home. Supporting families with a range of issues arising from conflict, housing, poverty, physical and mental health, neglect and parenting.
2. To work in partnership with parents/carers and support effective communication using a whole family approach and single action plan to build resilience and maintain positive changes. Empowering parents/carers to find solutions and deal with challenges effectively whilst respecting their backgrounds, differences, cultural values and beliefs.
3. To assess and provide high quality evidence based direct work with individual children, couples, families and groups, supporting positive change in behaviours and the ability to resolve multiple and complex problems.
4. To work with children and families in their homes and community settings to increase the skills, confidence and abilities, assessing the interventions or services required to resolve issues, prevent duplication of provision and support de-escalation wherever possible.
5. To work with colleagues as part of a multi-agency team utilising a range of proven family intervention tools and techniques to effect the required change, gathering accurate information that informs the assessment and decisions about the plan providing professional challenge where appropriate.
6. To be an advocate for families, assisting them in reducing barriers and blockages to support services, providing information to families about how to access support services.

7. Lead and or participate in the initiation of Early Help Assessments and Team around the Family (TAF) meetings ensuring the necessary partners are invited to support the identified actions. Ensure holistic assessment based on individual families identified needs, a SMART plan and a multi-agency coordinated outcome focused approach.
8. To ensure that children, young people and families are fully involved in planning and decision making and are consulted with in relation to support plans and interventions ensuring needs are met and prevent issues becoming more complex.
9. To ensure that you keep abreast of key changes with local, GM and national development relating to all aspects of your work. To be reflective in your practise, sharing skills, knowledge and learning with keyworkers and other partners.
10. To accurately and effectively maintain high quality case notes, records, reports, chronologies and case studies of all interventions on the agreed system, to the agreed standard and within agreed timescales and appropriately use office systems, including Early Help Modules, Liquidlogic, Tracking Databases etc.
11. To support families to access and attend appointments as required either by providing transport or by accompanying families when using public transport or taxis.
12. To undertake "Missing from home interviews" where appropriate ensuring a support plan is in place.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Amanda Highland-Partington

Date June 2020

Agreed by Postholder

Date

Supervisor

Date

Service Director

Date

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Supporting Families Worker
Section :	Early Help & Early Years	Post Number :	
Job Ref:		Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you able to work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service?	E	AF/I
2 Are you able to travel within and outside the Borough as required?	E	AF/I
3 Are you willing to undertake work outside of normal hours as required?	E	AF/I
(b) Qualifications and Experience		
4 Are you educated to a minimum of NVQ Level 3 within a relevant field e.g. Early Years, Health and Social Care?	E	AF/I and check qualification at interview
5 What is your experience of working with children and families on a one to one basis, in group settings, of working with vulnerable children and families and of lone working in a challenging environment?	E	AF/I
6 What is your experience of working with colleagues and partners in a multi-agency context, problem solving and undertaking assessment?	E	AF/I
7 What is your experience of maintaining accurate records and completing information for reports, sharing information appropriately and maintaining confidentiality?	E	AF/I
8 What is your experience of working in partnership with parents supporting them to identify and resolve challenges?	E	AF/I
9 What is your experience of operating IT applications in daily work and utilising spreadsheets?	E	AF/I
10 What is your experience of consultation with children that enables their voice to be heard and an understanding gained of their lived experience?	E	AF/I
11 Please demonstrate your adaptable, flexible and resilient solution focussed approach to work.	E	AF/I
(c) Skills and Knowledge		
12 How would you communicate effectively and engage with children/ young people and families both verbally and in writing?	E	AF/I
13 How would you work effectively as a member of a multi-agency team delivering services to children and families?	E	AF/I

14	What is your knowledge of early help, child protection and safeguarding and the ability to implement related policies and procedures?	E	AF/I
15	What is your knowledge and understanding of legislation and how it impacts on children and their families e.g. equalities, health and safety, safeguarding?	E	AF/I
16	What good organisational skills and the ability to prioritise work and make effective use of time do you have?	E	AF/I
(d) Behaviours and Values			
17	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Be aware of and apply these values and associated behaviours at all times.</p>	E	AF/I