PRE-SCHOOL LEARNING ALLIANCE

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: Children’s Centre Family Outreach Worker

BASED: Hitchin and Rural Children’s Centre Group

RESPONSIBLE TO: Senior Outreach Worker

JOB PURPOSE:

✓ To promote the engagement of parents in their children’s development and learning.
✓ To contribute to the effective and efficient delivery of information, advice and support to parents of young children in order to improve outcomes for vulnerable children under five and their families.

The Family Outreach Worker’s role will include outreach to targeted groups including providing services at community venues throughout the Children’s Centre Group. Offering one-to-one support, the Family Outreach Worker will encourage families to access children’s centre services. Outreach will include visiting families in their own homes.

The role of the Family Outreach Worker may also include working with vulnerable families with quite complex needs. These families may already be supported by professionals within health and social care and therefore there is an expectation that the Family Outreach Worker will liaise and work closely with other professionals.

MAIN DUTIES:

1. Provide a warm welcome to families and professionals accessing the Children’s Centre Group.
2. Link families with the appropriate Children’s Centre within the Group, supporting them to access services and become active in their children’s learning and development.
3. Liaise with other professionals such as Health Visitors, Social Workers and Early Years practitioners in identifying families who need more intensive support.
4. Provide appropriate support for families, both before the birth (antenatal) and in the weeks after the birth, ensuring any unmet needs are identified. Liaise with health partners and encourage attendance at children’s centre activities for the under 1s.

5. Work with other members of the team in the identification of specific groups within communities who may require additional support such as dads, young parents, disabled children, BME families.

6. Identify, plan and provide activities to encourage the engagement of parents in promoting their children’s learning, development and well-being, especially at transition points, through home visits, advice sessions, drop-ins and other activities.

7. Facilitate parenting programmes such as Parenting Puzzle, Freedom, Family Toolkit – appropriate training will be provided.

8. Ensure that family support and intervention is of high quality.

9. Maintain accurate and up to date family case files, including Family Star evidence.

10. Attend Team around the Child/Family meetings, Core Group meetings and case conference reviews as directed by the Senior Outreach Worker and support both families and professionals in the completion of the Common Assessment (CAF).

11. Encourage effective parent participation and effective dialogue with parents concerning the planning and provision of family support.

12. Implement home visiting programmes that provide advice and support packages for local families. Work alongside families to provide guidance and support on a range of parenting and life skills, referring families to other services as appropriate.

13. Keep appropriate records of any information given to families within the data protection guidelines.

14. Ensure the Children’s Centre Group has up-to-date information, resources and advice available to parents in an accessible format and environment, and ensure that parents are sign-posted to appropriate support.

15. Collect information on the extent of parent involvement and satisfaction with children’s centre services in order to monitor take-up and evaluate its reach and effectiveness.

GENERAL DUTIES:

16. Attend training, supervision and development opportunities as directed by the Senior Outreach Worker in order to develop skills and knowledge and keep up to date with developments in the field of children’s services and parent support and information.

17. Attend appropriate Safeguarding training.

18. Attend meetings and produce verbal and written reports as requested by the Senior Outreach Worker.
19. Adhere to all Pre-school Learning Alliance policies and procedures.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school Learning Alliance. You are also required to be flexible and adaptable with respect to your role.*

**EQUALITIES**

The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equal opportunities and anti-racism. S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

**POLICIES & PROCEDURES**

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

*Every member of staff has a duty to keep children safe.*

*This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Banning Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.*

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

- A minimum relevant Level 3 qualification in Early Years /Social Care together with knowledge and understanding of child development.
- Experience of working with families.
- Flexibility, including the willingness to adjust working hours to meet the needs of the Children’s Centre Group and to work some weekends as required to meet the needs of the local community.
- Commitment to Pre-school Learning Alliance aims and strategic objectives.
- Knowledge of the aims, objectives and ethos of the Sure Start programme and other national developments of services for children aged 0-5 years.
• Full driving license and willingness to drive the children’s centre van or clear evidence of ability to travel between localities to meet the requirements of the role.
• Good organisational, time management and administrative skills including record-keeping and computer literacy and the ability to work independently.
• Ability to maintain accurate records of all activity including maintaining up to date family case files.
• Ability to engage with and communicate effectively and sensitively in person and in writing with children, parents, and other significant adults and carers supporting young children.
• Ability to plan and organise own workload on a day to day basis.
• Ability to engage positively and negotiate with professionals from a range of backgrounds in order to access appropriate support.
• Commitment to continuous professional development.
• Knowledge and understanding of confidentiality, professional boundaries and safeguarding children.

It is the nature of the Family Outreach Worker’s role that a certain amount of travelling will be required. It will also be necessary to carry/transport equipment and resources to community venues in the children’s centre van and to set up group activity sessions.

On occasions the Family Outreach Worker may be required to deal with challenging situations with families and therefore need to manage conflict in an appropriate professional manner.

**DESIRABLE CRITERIA**

• Parenting Facilitator qualification.
• City & Guilds level 3 “Working with Parents” qualification

**TERMS & CONDITIONS**

**SALARY RANGE:** £21,067 pro rata for part time staff (£21,734; £22,443, for information if increments apply).

**HOURS:** to be worked over 52 weeks per annum

**JOB DESCRIPTION SIGN OFF FOR APPOINTED APPLICANT**

Date issued by Manager:
Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Signature:

Date: