**JOB DESCRIPTION**

**CHILD & ADULT SERVICES**

**JOB TITLE:** FAMILY SUPPORT WORKER

**DIVISION:** PREVENTION, SAFEGUARDING & SPECIALIST SERVICES

**GRADE:** BAND 7 TO BAND 9

**RESPONSIBLE TO:** TEAM MANAGER

**POST REFERENCE:**  106024

**Purpose of Post**

* To support families based on an assessment of need in order to improve outcomes for children

**Key Relationships**

Head of Service

Team Manager

Social Care Teams

Health

Education

Voluntary Sector

Local Community

**Main Duties and Responsibilities**

* Under guidance, complete Early Help Assessment, of children/young people and their families, in order to identify additional need and promote healthy outcomes
* Under guidance, engage and work effectively with families, towards the successful implementation of child and family plans
* Coordinate and facilitate a package of support based on the families individual needs, in partnership with the family and other agencies involved
* Under guidance, chair multi-agency Team Around the Child Meetings in order to review the family plan
* Assist in providing a range of services to children and families; for example: direct work with parents/children/young people; provision of transport /escorting children; working with families in their homes including limited assistance with day-to-day living needs, promoting positive family relationships
* Communicate clearly and effectively with children, their parents/carers and colleagues at all levels
* Ensure recording of all contacts with children, young people and their families, and professionals, comply with departmental policies and procedures
* Provide information as required; for example, detailing work carried out for within Team Around the Child, Child In Need, Initial Child Protection Case Conference meetings and Section 47 Enquiries
* Maintain electronic records accurately and concisely
* Secure the participation of children, young people and their families in the development of the services
* Form close working relationships with multi-agency partners

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: May 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**