NORTHUMBERLAND COUNTY COUNCIL

**JOB DESCRIPTION**

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| **Post Title:** Early Help Family Worker | | **Director/Service/Sector** Wellbeing and Community Health | | **Office Use** |
| **Grade:** 6 | | **Workplace:** based across the County | | JE ref: 3231  HRMS ref: |
| **Responsible to:** Senior Practitioner/Locality manager | | **Date:** | **Manager Lever:** |
| **Job Purpose:** To provide a family support service to families identified as being in need of early help or who are identified as needing continuing support after having been involved with statutory social work services | | | | |
| **Resources** | Staff | Possibly community volunteers in the future | | |
| Finance | | Petty cash | | |
| Physical | | Post involves desk working but also will involve supporting families in practical tasks within their home environment | | |
| Clients | | Families-this post will include lone working | | |
| **Duties and key result areas:**   1. The postholder will deliver a comprehensive family support offer to a case load of families with a range of issues including parenting, neglect, domestic violence and substance misuse. These will be families who have been identified as needing support but not requiring input from a statutory social work team. This will include: 2. Working in a ‘whole family’ approach. This will include undertaking Early Help Assessments with families to agree a clear plan with written actions, outcomes and responsibilities linked to the Local Outcomes Plan for all family members including the adults where necessary and reviweing through Team Around The family meetings which they will chair if lead professional. 3. Undertake planned and reactive work using a range of intervention methods and skills 4. Use an assertive outreach approach-offer support and modelling alongside supervision and enforcement and persistent engagement. 5. Take on the lead professional role for a number of families liaising and coordinating with a range of other agencies and managing their time effectively supported by their line manager. 6. Maximise the involvement of children, young people and their families in decisions which affect them 7. Use a range of different parenting support methods 8. Facilitate groupwork programmes which parents will attend in their locality-this will include parenting and other programmes 9. Be clear about safeguarding thresholds and alert managers to concerns about the increased risk for children 10. Make case recording and maintain case management records in accordance with service and professional standards using the Liquidlogic recording system (Early Help Module/ICS). To contribute to other risk assessments including VCLs as required. 11. To attend court on rare occasions to give evidence and to contribute to court reports. 12. Build up close working links with other staff working with families within the locality area 13. Contribute to service development through attendance and contribution to team meetings and team development activities. 14. To contribute to your own learning and development in discussion with your line manager by identifying appropriate development opportunities and attending training.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Need to visit families and attend meetings at a range of venues including family houses across their locality area on a regular and routine basis.  Ability to work flexibly across extended hours (7am-10pm including weekends if needed) depending on the needs of the families.  Requirement for lone working within the community and office based duties | | |

**PERSON SPECIFICATION**

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| **Post Title:**  Family Worker | **Director/Service/Sector: Wellbeing and Community Health** | Ref: 3231 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| NVQ Level 3 or equivalent in child care or related discipline  Understanding of whole family approach, solution focussed practice and crisis intervention.  Understanding of safeguarding  Knowledge of impact of multiple disadvantage  Knowledge of partner agencies and their role in supporting families  Knowledge of IT systems  Knowledge of child development and child protection issues  Knowledge of parenting work | Professional qualification in health, social work or other related field  Knowledge of mental health, substance misuse, domestic violence and poverty and how these impact on families  Accreditation in delivering evidence based parenting programmes | |  |
| **Experience** | | | |
| Two years experience of direct work with families  Evidence of working with families to affect change  Experience of working as part of a team  Experience of working with children living in complex familie | Experience of being a ‘lead professional’  Experience of delivering groupwork programmes  Experience of working with complex families under stress | |  |
| **Skills and competencies** | | | |
| Able to engage and challenge families  Skills to deliver in a group work setting  High level of both written and verbal communication skills including producing Early Help Assessments and Plans.  Ability to communicate effectively both verbally and in writing with children/young people and families and other professionals.  Ability to work as part of a multi-agency team including coordinating arrangements for families with other agencies.  Ability to work creatively and independently to achieve better outcomes for families  Ability to work under pressure, meet deadlines and have strategies to cope with stress  Organisational skills including ability to work flexibly and prioritise workload  Ability to advocate on behalf of families where appropriate with other agencies.  Ability to use electronic case recording systems and follow appropriate procedures effectively  Ability to comply with required levels of data protection and confidentiality  IT skills appropriate to the needs of the post. |  | |  |
| **Physical, mental and emotional demands** | | | |
| To be able to work flexibly to be the needs of families including early mornings, evenings and weekends within NCC’s flexible working policy  To be able to meet the transport demands of the post  To be able to work in families homes providing practical and emotional support  To be able to undertake physical tasks associated with working with families including practical household tasks  To be able to accommodate changes in work pattern at short notice  To maintain a positive and professional attitude and relationship in working with families who may provide challenges and regular emotional demands on a 1:1 and group basis |  | |  |
| **Other** | | | |
| To be committed to developing resources, services and good practice for children, young people and families |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

**Appendix 3**

**National Qualification Framework**

The three regulatory authorities have updated the National Qualifications Framework for England, Wales and Northern Ireland as part of a review of regulatory arrangements. (The three regulatory authorities are QCA, ACCAC and CCEA).

The NQF is designed to help with career progression and act as a guide to learners to make informed decisions about their training needs.

It aims to:

* promote access, motivation and achievement in education and training, strengthening international competitiveness
* promote lifelong learning by helping people to understand clear progression routes
* avoid duplication and overlap of qualifications while making sure all learning needs are covered
* promote public and professional confidence in the integrity and relevance of national awards.

The following table provides an indication of the new frameworks.

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| **National Qualifications Framework** | **Framework for Higher Education Qualification levels (FHEQ)** |
| 8  Specialist awards | D (doctoral)  doctorates |
| 7  Level 7 Diploma  Professional qualifications | M (masters) masters degrees, postgraduate certificates and diplomas |
| 6  Level 6 Diploma  Professional qualifications | H (honours) bachelors degrees, graduate certificates and diplomas |
| 5  Level 5 BTEC HND | I (intermediate) diplomas of higher education and further education, foundation degrees, higher national diplomas |
| 4 Level 4 Certificate | C (certificate) certificates of higher education |
| 3 Level 3 Certificate (OND) Level 3 NVQ  A levels |  |
| 2 Level 2 Diploma  Level 2 NVQ  GCSEs Grades A\*-C |  |
| 1 Level 1 Certificate Level 1 NVQ  GCSEs Grades D-G |  |
| Entry Entry Level Certificate in Adult Literacy |  |

The use of levels in the NQF is to indicate the generally comparable outcome of an award but does not indicate that different awards share purpose, content and outcomes.