**JOB DESCRIPTION**

**CHILDREN AND JOINT COMMISSIONING SERVICE**

**JOB TITLE:** FAMILY SUPPORT WORKER

**DIVISION:** Children and Joint Commissioning Service (Education)

**GRADE:** Band 7 to Band 9 (Development scheme)

**RESPONSIBLE TO:** One Stop Shop Team Leader/Manager

**POST REFERENCE:**  SR-107375

**Purpose of Post**

To support young people to access Education, Employment and Training opportunities within the One Stop Shop.

**Key Relationships**

* Team Leader/ Manager
* Social Care / Locality Teams
* Health
* Education
* Voluntary Sector
* Local Community

**Main Duties and Responsibilities**

* Manage a caseload of young people who are Not in Education, Training or Employment as agreed with the Team Leader/Manager
* To maintain up to date records and act as a key member in the monitoring and evaluation of service delivery
* Interviewing clients one-to-one or in small groups
* Identifying their needs using a referral and assessment tool
* Providing information and support about a range of issues, including, education, employment and training, housing, money, health, drugs and bullying; either directly or in partnership with specialist agencies
* Assisting young people to draw up action plans for employment, education and training and supporting them to achieve these goals
* Liaising and negotiating with other organisations on behalf of young people
* Working with families and carers to access and facilitate the young person’s wider support network
* Using IT for administrative tasks, such as recording interactions with and tracking clients
* Support young people to access the wider youth offer and local community resources
* Work within the EHA to meet the needs of the young person
* Work with agencies who are working in partnership with HBC in developing services for children, young people and their families
* Refer (where necessary) young people for additional support from Family Intervention Workers within the locality teams via use of the Early Help Assessment
* Tracking and monitoring EET progression

 **Additional duties for Band 8**

* Engage and work effectively with vulnerable young people, towards the successful implementation of achieving positive education, training, and employment outcomes.
* Effectively contribute to the assessment, planning and review process, and to promote improving outcomes for young people
* Be responsible for providing a range of services to young people; for example: direct work with young people; supporting to improve employability skills.
* Caseload management to reduce young people being at risk of disengagement from Education, training or employment
* Make appropriate referral in order to safeguard young people
* Provide information and advice to young people
* Carry out lead practitioner role

 **Additional duties for Band 9**

* Communicate clearly and effectively with colleagues and service users at all levels
* Independent report writing skills, planning and review process, and to promote improving outcomes for young people
* Provide information as required; for example, detailing work carried out for child protection conferences, Looked After Children, and reviews of children in need; for the Team Manager; and for key workers.
* Be responsible for providing a range of services to young people ; for example: direct work with young people; organising and promoting a range of groups to support young people;
* Provide advice and guidance to less experienced colleagues on relevant policies and procedures and interpreting how they apply to particular circumstances
* Support and mentor junior colleagues
* Deliver training to junior colleagues as directed
* Assume role of a lead practitioner

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: 05/11/2018

**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.**