Newcastle City Council
Job Description

Post Title:	Family Participation and Information Worker AA3883
Evaluation:	440 points **Grade:** N05
Responsible To:	Integrated Early Childhood Services Practice Lead
Responsible For:	N/A
Job Purpose:	To assist in the promotion of services for families within the Community Family Hub area to children and their parents and parents-to-be. Encouraging participation by engaging with families through outreach, publicity and the production of reliable information.
Main Duties:	The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To support the work of the Integrated Early Childhood Services Practice Lead in developing and delivering information and engagement into services for the Community Family Hub.

2 To provide information and support to parents-to-be and parents with young children in their homes and at other venues in order to introduce appropriate services and to encourage participation and inclusion in community activities as part of the Community Family Hub.

3 To assist the Integrated Early Childhood Services Practice Lead to encourage parents, carers and community members to build their skills through volunteering opportunities, training and adult learning.

4 To assist the Integrated Early Childhood Services Practice Lead to develop a range of communication mediums for the Community Family Hub area, relevant to the target audience.

5 To identify and assess the need for Early Help Plans, monitor and provide regular reports and attend Early Help meetings and act as Lead Practitioner, when required.

6 To assist the Integrated Early Childhood Services Practice Lead to collect accurate and measurable data used to monitor the progress of individual children and families.

7 To accompany parents to local groups and services as appropriate.

8 To offer practical help, reassurance and encouragement to parents in developing confidence and parenting and employability skills.

9 To raise awareness and understanding of children and families living in a diverse community, positively challenging any discrimination in a way which promotes understanding and change.

10 To have an understanding of child protection issues and to act appropriately should an area of concern arise, in line with Newcastle City Council's safeguarding policies and procedures.

11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.