

## Job Description

**Post Title:** Intensive Family Support Key Worker (AA3880)

**Evaluation:** 542 Points **Grade:**N7

**Responsible to:** Intensive Family Support Manager

**Responsible for:** N/A

**Job Purpose:** To provide support to families, children and young people to make agreed changes in school, community and family life to improve outcomes for the whole family. To contribute to the delivery of the Newcastle Family Outcome Plan.

**Main Duties:** The following 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 be responsible for ensuring that intensive programmes of support for parents, children and young people are available both formally and informally.
2. To provide parenting and family support to parents and carers of children and young people in order to enhance the potential for positive outcomes.
3. To work within the principles of intensive family working: providing a whole family, intensive, persistent, strengths based, assertive approach using practical and therapeutic interventions.
4. To maintain contact with families for an agreed length of time to help them to develop more effective strategies and skills to care for and improve outcomes for their children.
5. Undertake individual case work as directed and as keyworker act as the single point of contact for the family.
6. To keep up to date and accurate electronic records of case work with individual staff and families.
7. To initiate and facilitate the use of Early Help Assessment and Plans and any other appropriate assessment tools including risk and vulnerability of children, young people and families in respect of anti- social behaviour.
8. Where relevant, account for spends from petty cash expenditure as a means to provide coordinated and effective support to families in accordance with financial procedures.
9. To initiate, attend and participate in meetings as appropriate including child care reviews, planning meetings, case conferences, panels, and relevant neighbourhood meetings.

10. To represent the best interests of families on their caseload with external agencies and prepare reports.
11. To liaise on child protection cases with qualified social workers if required and prepare reports for Child Protection Conferences.
12. To undertake planned and emergency work using a range of intervention methods and skills.
13. To contribute to policy development, providing advice and guidance on policy and regulations as required.
14. To be alert to Safeguarding issues within a family and raise these with the Intensive Family Support Manager.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.