

Senior Family Support Worker

Job Description

Grade: GRC – *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To co-ordinate and develop family support services ensuring the centre delivers the core offer in relation to family support. The co-ordinator must ensure that all initiatives are planned in full consultation with the local community to forge a service which is both culturally sensitive and community based.
- 1.2 To provide a preventative service to families experiencing challenging situations/circumstances that are having an impact on family life.
- 1.3 To manage a multi-disciplinary team of staff to ensure the effective delivery of high quality services.
- 1.4 Where applicable, to deputise for the Centre Manager during holidays times or in the event of absences and to manage a multi-disciplinary team of staff to ensure the effective delivery of a high quality service.

2. **Key Responsibilities**

- 2.1 To visit families in their homes to offer holistic support and signpost families to appropriate services and, in particular, support to accessing specialist services where appropriate.
- 2.2 To undertake CAF assessments and potentially act as a lead practitioner where appropriate
- 2.3 To provide individual support and advocacy as part of the package of support to families who may be experiencing a wide range of family crises possibly involving; drug abuse, domestic violence, welfare rights issues, child protection and parenting skills
- 2.4 To develop and co-ordinate group work programmes for parents/carers addressing a wide range of issues that may be having an impact on the way they meet their child's needs, including those with additional needs
- 2.5 To report to Senior Management/Governing Body on the delivery and effectiveness of services in the Children's Centre.
- 2.6 To manage/coordinate, the work of the Family Support Team, assisting in recruitment, selection and induction of new team members, in accordance with the Centre and Birmingham City Council.
- 2.7 To support and manage the development of student practitioners, some of whom may be from other agencies and services.
- 2.8 To co-ordinate the professional development of the family support team, ensuring all staff are kept informed of current initiatives.
- 2.9 To develop innovative ways of engaging with and developing services for families, especially those who are disadvantages and vulnerable,

e.g., fathers, families seeking asylum and refugees and to encourage families to be involved in their communities and where desired develop links with other families with similar needs.

- 2.10 Work collaboratively with other Children's Centre staff to deliver all aspects of the core offer.
 - 2.11 To ensure that all required and relevant monitoring and record keeping procedures are maintained, taking account of the Common Assessment Framework and information sharing protocols.
 - 2.12 To attend and participate in team meetings.
 - 2.13 To support and offer guidance to staff and volunteers as required.
 - 2.14 To work in partnership with families and professionals to develop training opportunities.
 - 2.15 To establish and maintain links with all relevant agencies statutory, voluntary and private.
 - 2.16 To support appropriate colleagues in making strategic financial decisions to support the development of the Children's Centre
 - 2.17 To authorise invoices on the CMIS system
 - 2.18 To have responsibility for handling cash and keeping records of monies with due regard to the Local Authority's financial regulations
 - 2.19 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.20 To undertake appropriate professional development including adhering to the principle of performance management.
 - 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings
 - 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:
 1. ~~Regularly supervised with work checked by supervisor~~
 2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
 3. Plan own work to ensure the meeting of defined objectives
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.