

## **Family Work Co-ordinator**

### **Job Description**

**Grade: GRC** – *Subject to Job Evaluation*

#### **1. Job Purpose**

- 1.1 To oversee and co-ordinate family support and outreach services, in particular prioritising the most excluded families and to work in a proactive, non-discriminatory and culturally sensitive manner that encourages families to access Children's Centre services
- 1.2 To work in partnership with families and professionals from a range of statutory, private and voluntary organisations to plan, develop, deliver, monitor and evaluate a range of services for children and families which meet local need and the Children's Centre delivery plan
- 1.3 To co-ordinate the family support and outreach team, volunteers, students and agents which may include appropriate supervision and training
- 1.4 To develop and support a secure, caring, non-judgmental environment and to establish effective and empowering relationships with parents enabling them to develop their children's maximum potential

#### **2. Key Responsibilities**

- 2.1 To develop health, childcare and family support services that are inclusive and accessible to all children and families in the local area
- 2.2 To undertake outreach work, with parents in the home and the community, to provide information, guidance and support on a range of issues and interventions to include one to one, group work etc.
- 2.3 To develop and implement strategies for identifying and supporting excluded families and promoting the engagement of fathers
- 2.4 To support the team delivering outreach Centre services and to carry observations and advise on a good practice leading to better outcomes for children's and families
- 2.5 To develop and maintain robust assessment and intervention systems ensuring regular reviews and caseload supervision to health & family support and outreach teams to include mentoring and peer support
- 2.6 To act as a key worker for the child of a family requiring intensive support
- 2.7 To manage the registration process.
- 2.8 To support the team to participate fully in any Common Assessment procedures involving children supported by the Children's Centre.
- 2.9 To be a liaison person for Child Protection
- 2.10 To develop and maintain an appropriate case allocation and case file system and ensure accuracy of recorded information and data

- 2.11 To work with Senior Management to ensure parents and the wider community are actively engaged in the development of the Children's Centre and accessing services provided

#### **Management**

- 2.12 To provide professional advice and support to colleagues and team members using knowledge and skills acquired during a substantial period of experience working with children and families
- 2.13 To work with Senior Management to monitor and evaluate activities and services provided by the Children's Centre and ensure user satisfaction
- 2.14 To take the lead responsibility, as directed, to implement aspects of the delivery plan
- 2.15 To manage, motivate, develop and supervise family support/outreach staff, students and volunteers when appropriate
- 2.16 To work under own initiative and with a greater degree of autonomy supporting the Head of Centre and team with the smooth running of the Centre.

#### **Other**

- 2.17 To keep up to date with regards to current issues and research regarding family support and health promotion/initiatives
- 2.18 To attend appropriate conferences/seminars/training events with regard to current issues within the children's services agenda
- 2.19 To contribute to the development and preparation of promotional materials i.e., leaflets, newsletters and information to families
- 2.20 To take part in local events to promote the work of the Children's Centre
- 2.21 To take part in the development of evaluation strategies and processes, monitoring and parent consultations
- 2.22 To ensure all tasks are carried out with due regard to Health and Safety
- 2.23 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.24 To adhere to the ethos of the school
  - 2.24.1 To promote the agreed vision and aims of the school
  - 2.24.2 To set an example of personal integrity and professionalism
  - 2.24.3 Attendance at appropriate staff meetings and parents evenings
- 2.25 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
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

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.***