

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Family Hub Community Practitioner - Family Hubs
<b>Grade</b>	5
<b>Service</b>	Early Help, Children Services
<b>Reports to</b>	Family Hub Co-ordinator
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	A5976



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities:** Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To provide direct support and help to children, young people and their families through the delivery of a varied family support offer to improve outcomes for children through the delivery of the Family Hub and Start for Life Programme

To work collaboratively with partners and stakeholders to develop the “hub and spoke offer”, building on existing partnerships and developing service delivery arrangements as part of the Family Hub Offer (in the building, through the community and through the digital offer).

To deliver a whole family approach to assessment, planning and intervention

Specific job purposes are:

1. To work in partnership with a range of services such as Family Health and Lifestyle Service, Schools, Early Years providers, Housing, Police, and third sector organisations to empower families to sustain positive changes that will improve the outcomes for children and young people as part of the Family Hub offer.
2. To reach out to meet and engage with children, young people and their families to help them receive the right help at the right time appropriate intervention, working collaboratively with partners and connect families to the Supporting Families Programme as appropriate
3. To provide responsive intervention to children, young people and their families in a timely way that best meets need to ensure families receive the right help at the right time
4. To lead on and be responsible for the planning and delivery of evidence based individual and group work programmes to children, young people and their families in collaboration with a range of settings

## Main Duties & Key Accountabilities

### Core Knowledge

- To provide direct support to children, young people, and their families with a range of needs by building strong relationships to maximize sustained change for families and improve outcomes for children
- To lead on the establishment of the Family Hub Here to Help function into community settings, that enables families to receive responsive support and intervention
- To identify and navigate families to appropriate services and agencies that best meet their needs.

- To work with key partners to deliver a robust early help offer to children, young people and families providing direct intervention as part of a plan
- To provide direct support and intervention to children and families using a variety of evidence-based tools that demonstrate impact, delivered in a range of settings including the home as part of the Family Hub offer within local communities.
- To monitor and evaluate the impact of support and intervention delivered to children, young people, and families.
- Work with professionals to support children, young people, and their families with complex needs, contributing to assessments and undertaking direct work with children and families.
- To contribute to continued development and improvement of the service by active participation in meetings and achieve the objectives of the service.
- Maintain up to date and accurate records in line with Children's Service recording guidance
- The post holder will work flexibly outside office hours including evenings and weekends to meet the needs of families.
- Any other duties and responsibilities within the range of the salary grade

## Key relationships

External	Internal
Health Education Early Years Settings Police Community groups and third sector organisations	All service areas in Children's Services Adult Education Service Education Service

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
An understanding of the needs and characteristics of children, young people and their families	
Knowledge and understanding of the application of Coventry Safeguarding Children Partnership Right Help Right Time Guidance	
Knowledge of child development, needs and parenting practice	
Knowledge of relevant evidenced based interventions for early help and family support	
Knowledge of the Family Hub and Start for Life Programme and Supporting Families Outcomes Framework	
<b>Skills and Abilities</b>	
Ability to identify and assess the needs of children, young people & families, planning, coordinating and leading support and intervention as a key worker	
Ability to communicate effectively with children, young people, families, and colleagues, verbally and in writing	
Relate to, encourage and motivate children, young people and families to form positive relationships	
Monitor, review and evaluate work with children, young people and families.	
Ability to work in partnership with parents and other community members	
Able to work as part of a team and self-directed	
Standard Keyboard skills	
<b>Experience</b>	
Experience of working directly with children, young people and families in health, school, early years, youth or social care settings	
Experience of creating and sharing written and verbal information e.g. assessments	
<b>Qualifications</b>	
Relevant level 3 qualification and substantial experience of working with children, young people and families in early years, social care, health or school settings	
<b>Special Requirements</b>	

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

The post holder will be required to work across the city area and outside of normal business hours

<b>Date Created</b>	April 2023	<b>Date Reviewed</b>	
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