



Coventry City Council

## Job Description

<b>Post:</b>	Family Hub Worker	<b>Job Number:</b>	
<b>Service:</b>	Childrens Help & Protection	<b>Post Number:</b>	
<b>Location:</b>	City Wide	<b>Grade:</b>	5

### 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.

### Job Purpose:

To provide support to children, young people and their families through the delivery of early help services in order to improve outcomes through the integrated Family Hub model.

To work collaboratively with partners and stakeholders building on existing partnerships and developing service delivery arrangements.

Adopt a whole family approach to assessment planning and intervention.

Specific job purposes are:

1. To work in partnership including with Health Visitors Schools, Early Years providers, Housing, Police, and empower families to sustain positive behaviour changes
2. To act as a Key Worker with case management responsibilities to co-ordinate and plan integrated and intensive family support.
3. To provide appropriate assessments and support to children, young people, their families or carers.
4. To deliver individual and group work programmes to children, young people and their families in a range of settings

### Main Duties and Responsibilities:

1. Manage a caseload of children with additional needs supported by management oversight provided from a line manager by:
  - Building a strong relationship of trust with families as a foundation for challenge, support and the ownership of change by families.
  - Assessing the needs of families in accordance with Coventry policies and procedures.
  - Pulling together a clear plan in strong collaboration with children and families and other

practitioners/agencies as a basis of change, negotiating with and influencing partners to take responsibility for actions.

- Delivering direct support and interventions to children and families using agreed methodology and a variety of evidence based interventions.
  - Bringing in additional interventions for families as needed from other services and agencies.
  - Regularly monitoring and evaluating the progress of the impact of the interventions in effecting change and improving outcomes.
  - Participating and leading meetings to progress plans as required
2. To plan and deliver a range of individual and group, evidence based programmes, to children and their families, in a range of settings including the home.
  3. To plan and deliver services and activities in partnership with parents and carers as their child's first educators that meet children's development needs, stimulate learning, encourage them to be positively involved in their development and reflect concepts of child development.
  4. Work with other professionals on complex cases, contributing to assessments and undertaking direct work with children and families.
  5. Contributing to a range of reports both verbally and in writing as required ( e.g. Social Worker reports for court )
  6. Participate in the case management, supervision and monitoring of family support plans, as determined by the Line Manager
  7. Actively participate in supervision and personal development and performance sessions as outlined in the departmental Policy as well as identify and attend personal and team training.
  8. Contribute positively to continued development and improvement of the Service by active participation in meetings and achieve the objectives of the service.
  9. Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy
  10. The post holder should work flexibly outside office hours including, evenings and weekends to meet the needs of families.
  11. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** Family Hub Team Leader

**Date Reviewed:**

**Updated:** June 2021



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## Person Specification

<b>Post:</b>	Family Hub Worker	<b>Job Number:</b>	
<b>Service:</b>	Childrens Help and Protection	<b>Post Number:</b>	
<b>Location:</b>	Citywide	<b>Grade:</b>	5

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the needs and characteristics of children, young people and their families</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of the Coventry Safeguarding Children’s Board thresholds and safeguarding procedures</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of child development, needs and parenting practice</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the impact of inequality of treatment on individual outcomes</li> </ul>
	<ul style="list-style-type: none"> <li>Relevant statutory guidance regarding the provision of Children’s and Education Services</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to identify and assess the needs of child children, young people &amp; families, planning, coordinating and leading support and intervention as a key worker</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to communicate effectively with children, young people, families and colleagues, verbally and through writing</li> </ul>
	<ul style="list-style-type: none"> <li>Able to relate to and to motivate children, young people, parents &amp; carers to achieve behavioural and attitudinal change</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work as part of a team and self-directed</li> </ul>
	<ul style="list-style-type: none"> <li>Standard Keyboard skills</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working directly with children, young people and adults in health, school or social care settings</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of creating and sharing written and verbal information e.g. assessments</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Relevant level 3 qualification and substantial experience of working with children, young people or adults in early years, social care, health or school settings</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>



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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• 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).</li><li>• The post holder will be required to work across the city area and outside of normal business hours occasionally</li></ul>
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**Date Reviewed:**

**Updated:** July 2021