

Christian Family Care JOB DESCRIPTION

Job title: Children's Centre Family Worker - Arlesey

Reports to: Children's Centre Co-ordinator - Arlesey

Job Summary:

To be an active member of the management organisation team with a shared joint vision and shared targets, in order to deliver open, inclusive and responsive Children's Centre Services primarily for Arlesey ward, and in Bedford, Clapham, Sandy and Potton as required, providing a timely and early intervention service, within the Every Child Matters Framework.

To assist in the delivery of information, signposting and support to families in the Children's Centre reach areas, including facilitating groups and carrying out home visits.

To support the Children's Centre Co-ordinator in developing and promoting the centre to families and the wider community.

Main Duties and Responsibilities:

Service Delivery

- To encourage and support families with young children aged 0-5 years to engage with and become involved in the Children's Centre.
- To refer, when required, to other agencies using the Common Assessment Framework and support families and children through Children's Centre services as appropriate.
- To make home visits to families when required, addressing the barriers preventing parents/carers accessing services, ensuring correct procedures and policies are followed (e.g. lone working).
- Ensure the Children's Centre provides services which value and respect the differing cultures and backgrounds of families and promote equal opportunities and involve hard to reach families, e.g. those from minority groups and fathers and that services are available for those with additional or special needs.
- To develop and maintain a positive and supporting relationship with all families, to enable active and constructive involvement of parents/carers in developing their key skills and in caring for the healthy development of their children.

- To support parents/carers to access education, training, personal development and employment opportunities in close liaison with other members of the Children's Centre Team.
- To provide a range of activities and support services which contributes towards the personal development of individual parents/carers within a whole family approach and enhances their self confidence, self esteem and personal well being, as identified in consultation with the local community.
- To take responsibility for developing and maintaining a thorough knowledge of the needs of individuals and groups within the communities and the relevant services and resources available across the geographic areas.
- To support and facilitate ongoing community consultation and evaluation of services delivered through the Children's Centre to inform future development.
- Carry out the collection of all relevant data for your activities and maintain accurate records for the purpose of monitoring services for both internal and external measures and maintain accurate records.
- To be flexible within work practices undertaking general preparations and clearing up of activities including domestic tasks and assist with the daily operating procedures.
- Demonstrate high standards of performance to deliver improved outcomes for families accessing the service.
- To assist in, and contribute to, the development of a programme of activities within the framework of the Children's Centre operational plan.
- In conjunction with multi agency staff, plan, facilitate and run effective group sessions for families, children and parents/carers as appropriate.
- To welcome and support all users of the Children's Centre and ensure that parents/carers feel at ease within the Children's Centre activities (e.g. provide refreshments as required).

Contributing to the Team

- To support the overall vision, ethos, work and aims of the Children's Centre to ensure practice is in line with Every Child Matters key outcomes and activities are effectively delivered.
- To develop and maintain good working relationships with various agencies, groups and individuals in the provision of health, social care and education for the greater benefit of families and their children.
- Contribute to, and be involved in, all appropriate monitoring and evaluation for activities and make recommendations for future development using the established procedures.

- To work individually and as part of a team.
- To attend appropriate training courses to aid personal and professional development as necessary, as identified through staff supervision and appraisal with the Co-ordinator and in line with your job description and targets.
- Provide input to team decisions showing respect for others views and contributions.
- Build up areas of growth in the team by sharing good practice and develop own and others learning.

Health & Safety

- To undertake appropriate risk assessments as required.
- Work within the Health and Safety policy guidelines of the charity and Children's Centre Service.
- Report to the co-ordinator any maintenance or repairs required in your workplace.
- To develop and implement effective systems to ensure all Health and Safety regulations are complied with.

Other

- To know, understand and work in accordance with all Christian Family Care policies and the Children's Centre Service procedures – including safeguarding children, data protection, confidentiality, health and safety, equal opportunities etc.
- Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post.
- Work to the values of the charity respecting the Christian identity it holds.
- Undertake all duties in a positive, friendly, supportive and non-judgemental manner.
- Communicate in an open and courteous manner with colleagues and service users.
- Actively and continuously review all work related activities and suggest areas for improvement.
- Carry out responsibilities in accordance with the charities policies and procedures.
- The duties and responsibilities contained within this job description are indicative but not exhaustive. As the Children's Centre develops, the requirements of post may change. The post is therefore subject to review in discussion with the post holder.