

## **Leeds City Council Job Description**

**Directorate:** Children and Families

**Service Area:** Learning for Life

**Job Title:** Family Outreach Worker

**Grade:** B3

**Conditions of Service:** NJC Conditions apply

**Responsible To:** Children's Centre Manager

**Responsible For:** n/a

### **Job Purpose:**

To develop positive respectful and responsive relationships with parents, carers, and partners to enable children to have the best start in life. To work in an outreach capacity, engaging with the local community providing advice, information and support. To identify need in their children's centre reach area. To contribute towards the delivery of services to support the Every Child Matters outcomes for children, and signpost local families to services.

### **Responsibilities:**

- To engage with parents/carers of young children in the locality in a respectful and responsive way. To encourage their engagement in Childcare/Early Education group activities.
- To work as part of a multi agency team to promote cohesive services for families.
- To disseminate information and advice to parents/carers within the reach area of the Children's Centre.
- To work in Children's Centres, groups or other venues within the reach area of the Centre to promote the Centre's services for children and families.
- To assist in consultation and evaluation of service delivery and monitor achievement of outcomes by agreed timescales.
- To work alongside families with a range of focused services that will support parents with young children. To encourage participation and discussion.
- To deliver family support services within the home to meet the needs of individual children and families.
- To work flexibly and responsibly to the guidelines of the LOGIC model of family outreach.
- To disseminate good practice in community based childcare and support students or visitors from a range of agencies.
- To promote the development of children and parents learning through play, communication, language and literacy.
- To safeguard and promote the well being of children whilst providing professional support to parents and workers from other agencies. To do so in line with Departmental Child Protection Procedures in

line with Local Safeguarding Children Board Procedures (West Yorkshire Consortium Procedure Manual).

- To report any suspicious or suspected non-accidental injury to follow and comply with Departmental Child Protection Procedures, in line with Local Safeguarding Children Board Procedures( West Yorkshire Consortium Procedures Manual).
- To advocate on behalf of parents/carers to support their access to health and benefit advice.
- To ensure that the Common Assessment Framework (CAF) is embedded in practice and to act as a CAF Lead Professional as required.
- To actively promote and support the Children's Centre's service delivery plan.
- To be a reflective, observant practitioner who seeks to improve and extend their knowledge; take an active interest in new developments in child care and family support, by attending staff meetings, parents meetings and training opportunities.
- To work with parents to support children with special/additional needs, including through transition processes.
- To undertake other duties appropriate to the post as required by the Department.

### **Relationships:**

The post holder will work as part of a multi-agency team, and will maintain close working relationships with other colleagues, families and other agencies.

**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

Qualifications at Level 3 or above approved by the relevant sector skills body in one or more of the following areas: Early Years Education and/or Childcare, Health, Education, Social Care, Adult Learning Support, Youth Work, or Information Advice and Guidance

### **Skills Required**

Ability to communicate effectively with children, parents/ carers and partners, working in partnership at all times.

Ability to listen to children's and parent's views, value their experience and empathise to build on their strengths.

Ability to engage members of the community, disseminate information, and offer information, advice and guidance

Ability to maintain records of work and supply data and other monitoring and evaluation information required by the Children's Centre and the Early Years Service within set time scales and targets.

The proven ability to understand and respond to the range of factors that create stress for children and families through consultation.

Ability to act as a positive role model for children and families

Ability to work in partnership with parents/ carers and partners to negotiate agreed outcomes

Observation and assessment skills that can support effective early intervention to effect positive outcomes for children and families

Ability to provide a stimulating environment for children and families in various settings and throughout the process of transitions.

Ability to work effectively in a multi disciplinary team

Ability to work effectively under own initiative and manage time and workload effectively

Ability to prepare and present written reports as and when required.

Able to supervise students in a practical setting and provide training opportunities for parents.

Ability to detect and refer any non-accidental injury in a sensitive and non judgmental manner.

Ability to develop a sensitive approach to the care of families in a multi-cultural environment

### **Knowledge Required**

Knowledge and understanding of those issues which create pressures for families

Knowledge and understanding of the importance of early learning and play

Knowledge and understanding of current legislation, policy and guidance relating to the work of Sure Start Children's Centres including: the Every Child Matters strategy, the 2004 Children Act, the 2006 Childcare Act, the Ofsted inspection framework, the EYFS, the SEN Code of practice, Early Support

Understanding of the implications of client confidentiality

Knowledge of best practice in Safeguarding Children and Local Safeguarding Children Board Procedures

A knowledge of wider context of services and support available to children and families

Relevant professional qualifications as described in the 'Qualifications' section

### **Experience Required**

Experience of working with children and families in a community setting.

Experience of working in a culturally diverse environment with parents from minority ethnic communities.

Experience of providing information, advice and guidance.

Experience of working with vulnerable groups.

Experience of working in partnerships with other agencies.

Experience of working in close partnerships with parents and carers.

### **Behavioural & Other Related Characteristics required**

Willing to abide by all Leeds City Council Policies and related procedures in the duties of the post, and as an employee of the Council, including the Council's Equal Opportunities Policy Health and Safety Policies.

Willingness to undertake continuous professional development as recommended by the Service in line with National strategies for workforce development.

