

## **A.A. AGENCY LTD.**

**Please note all our employers are Local Authority.**

**Locations: Tower Hamlet, New Ham, Camden, Hackney, Richmond, Croydon, Bromely, Kensington & Chelsea, Wandsworth. Southwark, Islington, Greenwich, City of London Etc.**

Rate: £10 p/h

CRB REQUIRED.

### **Job Title: Children's Outreach Officer**

Service: Children and Young People

Service area: Extended Services Lifelong Learning and Economic Well Being

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote Equality and diversity Policy in the course of their work.

### **Overall Purpose of Job**

To undertake home visiting to identified communities delivering packages of outreach

### **Job Context**

1. The postholder reports to the Children's Centre Manager/Co-ordinator
2. The postholder has no line management responsibility
3. The postholder has no budget responsibility
4. The postholder will be required to work evenings, weekends and occasional public holidays, in order to meet the needs of the community

### **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties, which may be required from time

to time.

1. To support the Children Centre in providing, monitoring and delivering services and activities within the framework of the vision, strategy and core values of Extended Services and the Children and Young People's Service for young children
2. To participate in the development, monitoring and review of outreach and family support services and activities for children and families
3. To promote full and positive involvement, participation and inclusion of children and families
4. To communicate with parents, children and colleagues in a respectful and responsive way
5. To provide outreach services to identified children and families to ensure that information on universal services is communicated to them complementing other targeted services to support families
6. To receive referrals and work with families as directed through the ECM meeting process
7. To deliver assertive outreach including home visit using an evidence based model e.g. PPEL small steps
8. To assist in the promotion and delivery of group opportunities which include for example 'Just Playing', 'Baby Massage'
9. To prepare and support parents on the Pre CAF and CAF process working closely with identified officers from CYPS and partner organisations
10. To attend and participate in regular individual clinical case load management meetings
11. To be fully aware of Child Protection issues when working with families and be able to implement Safeguarding procedures as necessary
12. To record outcomes and impacts in a robust and timely way, including individual files and records ensuring the purpose and monitoring requirements of DCFS
13. To work closely with Extended Services colleagues and the Children Centre teams to ensure equity of access across the whole of Newham
14. To monitor levels of participation and access taking a lead in quality assurance and the measurement of impact and levels of satisfaction of parents and children

15. To work collaboratively with internal and external partners and stakeholders to ensure high quality service provision for children, young people and their families
16. To liaise with colleagues in the dissemination of publicity, information materials ensuring it reaches a wide and diverse community
17. To liaise with other outreach and family support practitioners working in children's centres and extended schools to support holistic assessment
18. To attend and participate in interagency meetings as requested by line manager
19. To promote an ethos of team working and a culture of service delivery that is responsive to positive change and promotes respect, ownership and empowerment
20. To ensure that work plans and progress is communicated both to managers and other colleagues
21. Improve service delivery through personal development and by contributing to the ethos of professional development within Extended Services
22. To undertake any other duties that are in line with the purpose and grade of the post as may be required from time to time

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

#### CRITERIA METHOD OF ASSESSMENT EQUALITY AND DIVERSITY

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#### KNOWLEDGE:

- Every Child Matters agenda
  - Childrens Centres & Extended Schools
  - Local services
  - Participation and involvement of parents in services
- Application Form/Interview

## QUALIFICATIONS:

- Relevant child care, education or play qualifications and/or willingness to engage with appropriate training

Application Form/Interview

## EXPERIENCE:

- Experience of work in the field of early years and local communities
- Experience of delivering parent partnership activities
- Experience of offering packages of outreach in family homes
- Experience of working in environments where barriers to social inclusion are identified and a positive ethos developed
- Experience of working across agencies and with community groups
- Delivering advice, support and training
- Multi agency working

Application Form/Interview

## SKILLS AND ABILITIES:

- Engaging families to participate in services
- Effective communication skills using a range of mediums and ability to relate to a variety of audiences
- IT literate
- Excellent time management skills
- Able to organise workload and prioritise
- Produce reports and communicate their findings
- Enthusiasm to motivate people and get them involved
- Ability to work in partnership
- Clear understanding of line management reporting
- Ability to work as a member of a team
- Sensitive and responsive
- Ability to be self motivated and work in a range of settings including home visiting

Application Form/Interview

## PERSONAL STYLE AND BEHAVIOUR:

- Team player
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- Integrity to offer high quality, value for money services

Application Form/Interview

## OTHER SPECIAL REQUIREMENTS:

- Willingness to work out of hours

Application Form/Interview