

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

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

**Locations:** Tower Hamlets, New Ham, Camden, Richmond, Twickenham, Croydon, Bromley, Kensington & Chelsea, Wandsworth, Southwark, Islington. Greenwich, City of London Etc.

Rate: £10.00 p/h

### **FAMILY SUPPORT WORKER:**

1. Working with the Manager of Family Support and health visitors, to identify the needs of families, ensuring that where more intensive or specialist support is needed, that families are helped to access this support.
2. Working with the Manager of Family Support, to contribute to any assessment or work undertaken with a family by other agencies where appropriate.
3. To befriend and support families with 0 – 5's and pregnant women, building confidence and trust, through home visits and group work and with due regard to cultural background and need.
4. To participate in the development of a way of working that promotes and encourages parental and community involvement in the Children Centre.
5. To be alert at all times to issues of domestic violence, child protection and health and safety.
6. To adhere to the Centre's Child Protection Procedures
7. To establish and maintain good relationships with other Children Centres, statutory and non-statutory agencies and venue providers to meet the needs of individual families, both ante and post natal, working jointly with them and attending meetings as necessary.
8. To keep written records of visits to, and support work with, families and to maintain any other written records requested by the Manager, including parent signing in sheets at drop-ins and groups.
9. To be responsible for returning monitoring information to the Children Centre Manager to agreed deadlines.
10. To have an understanding of one's own work role and how to maintain boundaries in a relationship ensuring that client confidentiality is upheld on the understanding that the child's welfare is paramount.
11. To develop and maintain a database of visits and referrals.
12. To prepare promotional material and to represent the Children Centre at public meetings and exhibitions.
13. To take part in the organising and running of local Children Centre events and trips with other team members.
14. To participate in the planning, setting-up and delivery of drop-in group activities for parents and children 0-5 years.

15. To attend and participate in team meetings and interagency meetings as required, working in partnership with colleagues.
16. To participate in regular supervision sessions with line manager.
17. To attend training as needed and to be committed to personal and professional development.
18. To act at all times in accordance with the Council's and Children Centre's policies and procedures.
19. To participate in the Council's performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescales.

### **Additional Duties and Responsibilities**

- Ensure that all duties and responsibilities are discharged in accordance with the Council's Health and Safety at Work Policy.
- To ensure compliance with the Council's Equal Opportunities Policy and assist with its development and promotion within the section.
- To undertake any other duties which may from time to time arise, which are commensurate with the grade of the post and within the capabilities of the post holder
- The post holder may be required to work either permanently or temporarily at any other location within the Borough.
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The post holder will be subject to an enhanced level Criminal Records Bureau (CRB) check on appointment and every three years thereafter.