# ROLE SUMMARY

**Job Title: Family Outreach Worker with Additional Responsibilities for Perinatal Mental Health**

**Reporting to: Family Support & Outreach Manager**

**Updated: April 2018**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality**

The role covers four main areas of responsibility:

***Development and delivery of services*** to work with as part of Family Support and Outreach Team in supporting and developing children and families with complex issues, including assessing need. Planning and achieving positive outcomes for children and families. The role will have a focus on perinatal mental health

***Partnership Working*** to liaise with colleagues and professionals in other agencies especially within health services

***Information Management*** provide effective communication and collection of data and evidence

***Asset Management*** Delegated responsibility for the Children’s Centre security, resources and equipment

## Responsibilities

***Key Results Area One: Development and Delivery of Services***

* To visit individual parents and families at home to inform them of services and groups that the Children’s Centre can provide, to identify need and offer low level support where required.
* To undertake joint visits with health professionals where there is a risk of perinatal mental health issues
* To plan and implement group work for parents and children both in conjunction with the Early Years Team and to run other pertinent groups such as baby massage and Friends groups
* To contribute and support community events for children and their families
* To contribute, support and encourage the participation of ‘hard to reach’ families
* To work as part of the Upper and Central Calderdale Children Centres area team supporting and developing new and improved services, as well as promoting new and existing services to parents and children in the locality
* Adhere to risk assessments
* To support and offer guidance to children and families enabling them to access services and learning opportunities that match their needs
* To attend and contribute to team meetings and discussions as appropriate
* To understand Health & Safety issues and to act appropriately should areas of concern arise, in line with the Children’s Centres Health & Safety policy and procedures
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with Safeguarding policies and procedures

***Key Results Area Two: Partnership Working***

* To promote the principles of Children’s Centres, including developing a partnership approach with children and their families, ensuring social inclusivity and equality of opportunity
* Establish and develop collaborative relationships within and across the organisation
* Establish and develop collaborative partnerships outside the organisation that support Halifax Opportunities Trust brands, images and values
* Communicate with service users and their families to keep them up to date with current issues
* To establish strong relationships and work closely with health professionals

***Key Results Area Three: Information Management***

* Attend meetings, briefings and training sessions relevant to Children Services and share this information with team members
* To ensure data collection monitoring and evaluations are completed and recorded
* To maintain relevant written records

***Key Results Area Four: Assets***

* Access to confidential data and information
* Delegated responsibility for the safekeeping of mobile phones, laptops, camera’s, diaries and ID badges
* Maintaining records of work
* Support with the up keep of asset registers

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Attend and complete actions from regular supervision sessions with line manager
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

## *Interfaces*

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| *Internal*:* HOT / AAG Boards
* Children’s Centres’ management teams
* Colleagues in the Upper and Central Calderdale Children’s Centre Area Team
 | *External*:* Families, members of the local community
* Schools, nurseries
* Volunteers
* Professional colleagues in other agencies working with local children & families including health professionals
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The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.