## **Family Outreach Worker**

## **Reports To**

Family Support & Outreach Manager/Senior Family Support Worker

## **Job Overview**

To work with a delegated caseload of families, supporting children and families with complex issues, including assessing need. Planning and achieving positive outcomes for children and families

## **Responsibilities and Duties**

* 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 plan and implement group work for parents and children in conjunction with the Early Years Team
* 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 facilitate baby massage
* 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
* 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
* 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
* 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

## **General Responsibilities**

* All staff must comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, equal opportunities, confidentiality and Data protection
* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

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.