



THE LINK CHARITABLE TRUST JOB DESCRIPTION

Title:	Child and Family Wellbeing Worker
Location:	Redcar and Cleveland
Employment Terms:	Part time (22.5 hours) Fixed Term, August 2019-July 2022
Service Area:	Children and Families
Reporting to:	Line Manager
Accountable to:	Board of Trustees
Banding:	Agenda for Change Band 4 point 14 (£21,801 <i>pro rata</i>)

The Link Charitable Trust (LCT) is a Redcar based charity working with children, young people and families and is passionate about delivering a caring and positive environment. We support local families by offering regular drop-in advice and information sessions, educational training programmes and a range of activity and social groups for children, young people and families to reduce social isolation and enable new friendships to be made.

Job Purpose

The post holder will be working within the charities newly funded Reaching Communities project 'Family Hub'. This project will work with vulnerable members of the community; families at risk; families living in poverty; lone parents and; long-term unemployed. We are looking for an experienced children and family worker who is passionate about supporting, empowering and building confidence in our service users.

This post is temporary until July 2022, subject to funding.

Main Duties and Responsibilities

- To work directly with children, young people and adults who enter the service offering a tailored package to meet individual needs.
- To work directly on a one to one basis or in group work and to strive towards achieving positive outcomes, in a non-judgemental and empowering manner, by also providing relevant and appropriate information and general support.
- To work with children and young people and families to identify, agree and achieve positive outcomes in line with service aims, objectives and quality standards.
- Working in collaboration to support children, young people and families to build confidence in their own abilities.

- Advocate for and on behalf of children, young people and families referred to the service.
- To work to support children and young people to raise awareness of the issues that they face.
- Undertake all work in accordance with service policies and procedures.
- To work within the boundaries of service delivery and support to meet the requirements of the service needs.
- Liaise with other professionals working with the families in the project where appropriate.
- Ensure accurate data collection and statistics to inform project feedback.
- To make use of referral pathways following assessment for children, young people and families requiring other services, including statutory and voluntary agencies.
- As far as possible, ensure children, young people and families are positively involved in making their own appropriate decisions (dependent upon age and understanding).
- Development and use of appropriate resources, to support children, young people and families.
- Receive supervision and case management monthly in relation to the overall project and personal development.
- Engage in and respond to personal development supervision to improve competencies and practice

Monitoring, Evaluating and Developing Service Provision

- Assist the line manager and colleagues in the monitoring, evaluation and development of the service with the tools and methodology provided for such.
- As appropriate, contribute to the development and learning of other service providers with regards to improving outcomes for children, young people and families within the service.
- Contribute to the setting of targets/action plans and work related to these, to assist service development.
- As appropriate, assist in the development and production of resources for the benefit of children, young people and families.
- Support children, young people and families to be involved as much as appropriate (according to age and understanding), with regards to involvement in the monitoring, evaluation and development of the service.
- In the absence of the line manager, assist in ensuring service delivery and development is maintained to a good and professional standard at all times.

Administration and Finance

- Contribute to the day to day administration and running of the project, including appropriate keeping of all records relating to the users of the service, administration and finance, security and confidentiality of information/communication.
- Share appropriate information with children, young people and families, staff and volunteers and other agencies in accordance with the rules of confidentiality and protection of data.

- Ensure the budget for the project is adhered to and if necessary alert management to any potential overspends which may occur.

Work with Other Staff/Agencies

- To create and maintain effective working relationships with external agencies.
- To liaise effectively with other local providers, on behalf of the service user
- Present the users of our service and the service overall in a positive and professional manner, not bringing the service into disrepute.
- As appropriate, represent the service and provide a positive service perspective at relevant inter-agency meetings (or other forms of joint working or training).
- Liaise with other staff and agencies to further meet the needs of service users in accordance with the service criteria, policies and procedures.
- Take part in the delivery of training (as appropriate), consultation with and guidance to others, pertaining to the level of development.

A Professional and Ethical Service

- To promote the safety of children, young people and families to further the aim of preventing abuse or the risk of abuse.
- To maintain appropriate notes and records on Lamplight and in line with company Policies and Procedures.
- To undertake relevant Continuing Professional Development as required for the purposes of continued professional accreditation or registration and as identified through The LCT's professional development and Appraisal system.
- To undertake clinical supervision and case management as per The LCT's supervision policy and in line with the appropriate professional body.
- To work within The LCT's GDPR and Information Governance policies and procedures.
- To ensure safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all company Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.
- Undertake training, supervision and appraisal to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in development the role in accordance with changes in The Link's organisational objectives and priorities.



**We support people and
communities to thrive.**

The National Lottery Community Fund