

## Job Summary & Person Specification

<b>Job Title:</b>	<b>Assistant Family Support Worker</b>
<b>Job Ref No:</b>	<b>HCC2781030</b>
<b>Department:</b>	<b>Childrens Services</b>
<b>Branch / Section:</b>	<b>Children &amp; Families</b>
<b>Grade:</b>	<b>C</b>

### **Job Purpose:**

To provide a high standard of early years provision that meets the needs of both parents and children within a stimulating and friendly environment that is physically and emotionally secure, in accordance with County Council policies and practice.

### **Main Responsibilities:**

- Support with the delivery of evidenced based parenting programmes within group settings including PEEP
- Delivery of priority groups as determined locally, e.g. teenage parents
- Maintaining accurate recording of level 2 group work delivery In line with FSS recording requirements
- Provide crèche where required
- Obtaining feedback from children, young people and families in order that services are evaluated and outcomes are monitored.
- Undertake risk assessments and carry out health and safety checks
- Attendance at team meetings and supervision sessions.
- Attendance at multi-agency hub meetings / partnership networking events as appropriate
- To undertake relevant tasks and responsibilities, as prioritised and deemed appropriate by the Team manager
- Act as a mentor of a new member of staff, student placement
- Undertaking home visits with parents to discuss their child's needs, as appropriate

- Conduct a review of a child's development and liaise with parents, without the involvement of a senior member of staff

**Additional Information:**

**This post is subject to a criminal records check.**

**Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.**

**As such, please note that under safer recruitment requirements, references will be requested prior to interview.**

## Person Specification:

<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum entry requirement of NVQ 2 or equivalent with a commitment to work towards an NVQ Level 3</li> </ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of working with the age range of children and families</li> <li>• To be prepared to acquire and maintain a first aid certificate</li> <li>• Able to use own initiative and work as part of a team</li> <li>• Understanding of local policies and procedures relating to the operating of the nursery/centre</li> <li>• Able to identify an individual child/family needs and foster development, independence, self esteem and self reliance</li> <li>• Taking responsibility for organising and running activity visits</li> </ul>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Desirable Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

## **Working Conditions:**

The following section provides an outline of the working conditions that may be encountered in this role.

- Exposure to bodily fluids
- Bending, stretching and working at low levels e.g. on the floor
- Lifting, carrying children & equipment

**The information contained in this document is meant for the purpose of recruitment and selection only. A copy of the formal Role Profile that has been used to evaluate the pay and grade information for this post using the Hay Evaluation Tool is available on request from the IBC Recruitment Team via [recruitment@hants.gov.uk](mailto:recruitment@hants.gov.uk). Please quote: Role Profile Title – Early Years Practitioner/ Role Profile Reference Number - 02324**