**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Child & Family Practitioner (0-19 Service) | | |
| **Directorate:** | People | **Division/Section:** | Early Years |
| **Grade:** | 4 | **JE Reference:** | 11075 |

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| **Job Purpose** |
| To work as part of the Integrated Child & Family Service, to contribute to the delivery of the universal Start for Life and wider Family Hub offer delivered in Family Hub buildings, through our outreach and digital offer  The post holder will work as part of an integrated team to deliver universal and targeted interventions and support services to families which are evidence based or informed. They will act as a key contact for all families who access the Family Hub, helping them to understand the support that is available to them and share information to support new and expectant parents/carers during their transition to parenthood. |
| **Key Tasks** |
| Work as part of a skill mixed integrated Team following agreed protocols.  To have sensitive conversations and act as a key point of contact in the Hub, promoting the universal open access Family Hub offer and connecting families to support and targeted interventions (prioritising those that would benefit most). This can include Home Learning Environment (HLE) interventions and parenting support.  Delivery of early support to parents/carers, children and young people in line with Start for Life and Family Hub programmes at a universal and universal plus level, using screening tools and interventions . This will include working with families on a one-to-one and group basis in the family home, family hubs and wider community assets.  To deliver universal support against the Family Hub funded services programme, which includes perinatal mental health, parent-infant relationship, infant feeding, parenting support, and Home Learning Environment (HLE) and early communication and language development.  To support the delivery of the Healthy Child Programme 0-19 years under the direct supervision of the named Public Health Nurse (Health Visitor) /Senior Child & Family Practitioner. This will include undertaking observation-based assessments on child development at 9-12 months & 2.5yrs utilising screening tools i.e. ASQ-3, Wellcomm etc  Provide advice, guidance and practical individualised support to families including linking families into appropriate services  To work in partnership with other key stakeholders to safeguard children and young people  To observe, assess and enhance the wellbeing, development and behaviour of children to support children’s readiness for more formal learning at school.  Promote public health messages, healthy lifestyles and emotional health and wellbeing for children, young people, families promoting self-care and access to health care services, including the Healthy Child Programme.  Make referrals for families to access services and resources in the Family Hub and network of Family Hub services as appropriate to promote healthier lifestyles and build capacity in individuals  Maintain accurate and up to date records in line with Council guidance  To communicate and work collaboratively with schools, colleges, other Local Authorities, other agencies, the voluntary sector and other groups to develop, implement and coordinate interventions, ensuring a seamless service for children, young people and their families.  Support the Family Hub manager in ensuring that practice is carried out in accordance with the requirements of all relevant legislation and statutory guidance and the policies and procedures of Oldham’s Safeguarding arrangements |

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| **Standard Duties:** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Service users, Family Hub employees at all levels, wider Local Authority and Public Health Nursing, Early Attachment Service, Early Help, Schools and settings. |

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| Relationship To Other Posts In The Department: | |
| **Responsible to:**  Senior Child & Family Worker |  |
| **Responsible for:** N/A |  |

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| **Special Conditions:**  Expected to travel & work across various Family Hubs and Community Assets  Expected to work regular evenings (up to 7pm) and weekends  This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s)  Essential Car Allowance |

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| **Values and Behaviours:** |
| By living our Values and Behaviours we will deliver the change we need to meet our Corporate ambitions for Oldham.  Our Values:  **Proud**  We take pride not only in what we deliver for the residents of Oldham but also in how we deliver it.  **Ambitious**  We recognise the challenges we face and are committed to setting high aspirations to overcome them, with determination and focus.  **Together**  We believe in shared solutions, working across sectors and with our communities to achieve common goals and deliver the quality services Oldham deserves. |
| We have five Behaviours which outline the priority areas of focus for staff at all levels:  • Work with a Resident Focus  • Support Local Leaders  • Committed to the Borough  • Take Ownership and Drive Change  • Deliver High Performance  More information around our Values and Behaviours can be found on our Greater. Jobs pages together with information about the staff benefits we offer. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 02.08.2023 | Paula Healey | Head of Early Years |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Child & Family Practitioner (0-19 Service)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Relevant Level 3 qualification in childcare, early years, health & social care. |  | AF/Proof of qualification |
| **Experience** | Experience of working directly with children, young people and adults in health, education or social care settings  Experience of partnership working building excellent relationships with a wide range of family support services  Experience of working in a multi-agency environment or team  Experience of managing issues of a sensitive nature (e.g. Safeguarding) observing information security and confidentiality following Council Policies and Procedures | Experience of implementing evidence based programmes, screening tools or interventions e.g. Solihul, Triple P, Ages and Stages Questionnaire, Wellcomm, ELKLAN etc | AF/I  AF/I  AF/I  AF/I |
| **Skills & Abilities** | Ability to communicate both verbally and in writing with all service users, sharing information and communicating effectively on difficult, complex and sensitive issues  Ability to observe, identify and assess the needs of children, young people & families  Ability to maintain accurate and up to date record keeping – in line with service requirements and sharing this information with other professionals when required  Ability to use Microsoft office/ other related electronic systems and applications to monitor, record and report data  Organise own workload effectively, ensuring a good use of time and an efficient and timely service to children, young people and families |  | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge** | To have knowledge and understanding of statutory legislation and policies relevant to the service area and national, regional and local development that impact on delivery  Knowledge of the early child development and the Early Years Foundation Stage to support the planning of appropriate activities and interventions to support children’s individual developmental needs  Knowledge of the local Children’s Safeguarding Board and its remit, policies and procedures, including Early Help Assessment Frameworks |  | AF/I  AF/I  AF/I |
| Work Circumstances | Willing to work flexibly within the organisation. Agile working and supporting cover requirements  Ability to work evenings and weekends to meet service requirements |  | AF/I  AF/I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.**