

# Kent County Council

## Job Description: *Family Hub Support Worker*

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| <b>Directorate:</b>    | <b>Children, Young People and Education</b> |
| <b>Unit/Section:</b>   | <b>Integrated Children's services</b>       |
| <b>Grade:</b>          | <b>KR4</b>                                  |
| <b>Responsible to:</b> | <b>Family Hub District manager</b>          |

### **Purpose of the Job:**

To operate as a Family Hub Support Worker within the Family Hub team in an agile fashion at a variety of outreach settings (including home visiting) within a district providing 1:1 and group support to young children and their families.

Responsible for supporting improvements in outcomes for children through leading the delivery of play and learning opportunities across Family Hub sites, family homes, other community settings and outreach locations.

The post holder will be expected to operate a Whole Family approach in their practice and work around the times of the family. As such, this post will be expected to work flexibly including, on occasions, at evening and weekends, and will be co-ordinated by Management as required.

### **Main duties and responsibilities:**

- To deliver, and support the planning of, high quality stimulating play and leisure services and opportunities that supports children to reach their full potential.
- To support vulnerable children with transition, providing a co-ordinating function where required. e.g. starting pre-school, starting primary school.
- To be knowledgeable and proactive in supporting and encouraging children and their families to take advantage of the Family Hub Digital and Virtual offer and other routes of advice and guidance.
- To deliver public health targeted interventions with children and families where appropriate.
- To support home learning initiatives and early education opportunities for pre-school children.
- To deliver parenting workshops or programmes throughout the year to new and young parents as well as parents of young children.
- To ensure that children, and their families are supported to participate in developing service design and service delivery as part of the co-design principle of Family Hubs.
- To ensure that the lived experience and voice of the child is central to all planning and delivery of support.
- To support families to identify and build positive independent networks across local communities.
- Maintain records to a high and consistent standard and all relevant documentation is in line with policy and ensure that all electronic systems are updated and maintained as appropriate.
- To work flexibly according to the needs of the community which may include evenings, weekends as and when required using Family Hub sites and outreach venues.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Family Hub Support Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>Equivalent to Level 3 Diploma in Childcare (Early Years Educator), Health or Social Care, or evidence of relevant experience</li> </ul>   |
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"> <li>Experience of childcare, crèche work, in a voluntary, private, or public setting</li> <li>Experience of planning and delivering high quality programmes of play, parenting, and informal education</li> </ul>   |
| <b>SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"> <li>Ability to work effectively as part of a team</li> <li>Ability to engage and build trusted relationships with children, and their families</li> <li>Able to work using own initiative and manage own time</li> <li>Ability to identify a child's failure to thrive, child development and family wellbeing issues such as poor mental health, substance misuse, domestic abuse, and family breakdown</li> <li>Organisational abilities and accurate record keeping skills</li> <li>Observation and planning skills</li> <li>Excellent communication skills</li> </ul> |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>Knowledge of Early Years Foundation Stage and its outcomes</li> <li>Knowledge of key theories and developments around parenting, child learning and development</li> <li>Knowledge of special educational needs and disability</li> <li>Knowledge of KCC's safeguarding procedures</li> <li>Understanding of the impact of inequality and deprivation on outcomes</li> <li>Understanding of Integrated Children's Services practice framework</li> </ul>  |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p>  |

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|  | <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> |
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**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making