

**With effect from June 2019**

## **Job Description**

Job Title Universal Children's Centre Early Year's Worker

Job number 1122

Grade G

### **Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The job is to provide children and families using the Universal Children's Centre Services with a main point of contact for information, advocacy and support through the delivery of quality early years events, meeting their needs in a flexible and responsive way.

### **Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	Promote information to parents and carers on Public Health initiatives/messages and support them in accessing these to ensure that they get the help and opportunities that they and their children want, need and are entitled to, for example 2 year funded places, healthy child vitamins etc.
2.	Plan and run, evaluate and develop a programme of quality events that promotes Public Health priorities for example positive attachment, in partnership with other health care practitioners to promote responsive parenting. These are to be delivered across a variety of locations to meet the needs of families across the county.
3.	Support and develop good team and partnership working relationships to ensure effective delivery of a programme of events and support that encourages family involvement in their children's health.
4.	Identify concerns and emerging needs early on and make referrals to specialist services as appropriate for assessment and intervention so that children, parents and carers have access to timely help.
5.	Follow health and safety and Safeguarding and Promoting Children's Wellbeing policies and procedures ensuring children's safety at all times.
6.	Provide a listening ear to people using the Universal Children's Centre Services and give confidential advice and advocacy where needed so that families in vulnerable circumstances have access to timely help and support.
7.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
8.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

## **Person Specification**

### **Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential/ Desirable</b>
English & Maths GCSEs Grade C or equivalent.		Essential
Level 3 in health, education, childcare, social care or equivalent qualification. Or a commitment to achieving a qualification within an agreed timescale.		Essential
Counselling skills.		Desirable
First Aid.		Desirable
Basic food hygiene.		Desirable

Minimum levels of knowledge, skills and experience required for this job

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>		
Knowledge of child development.		Essential
Awareness of issues that have an effect on the physical and mental health of children and their families.		Essential
Recognition of the importance of safeguarding children.		Essential
Awareness of need to maintain confidentiality.		Essential
Knowledge of local support services.		Desirable
Knowledge of benefits and sources of help for financial and debt problems.		Desirable
Knowledge of training and learning providers.		Desirable
<b>Skills</b>		
Good verbal and written communication skills.		Essential

Ability to keep accurate records.		Essential
Good organisation skills.		Essential
Ability to work on own initiative.		Essential
Ability to work within the boundaries of own role and competencies and to know when to refer appropriately.		Essential
Ability to advocate for children and families, including children with special needs.		Essential.
Flexible and responsive – able to deal with potentially challenging situations.		Essential
Hold a full current driving licence or ability to travel freely from place to place.		Essential
I.T skills		Desirable
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Proven experience of working with children and families in a voluntary or paid capacity.		Essential
Experience of working with staff from different disciplines and agencies.		Desirable
Experience of working with/facilitating groups.		Desirable
<b>Equal Opportunities</b>		
The post-holder should be committed to working with children and families from diverse backgrounds and to working with them to promote positive health and social outcomes.		Essential
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.		Essential