

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Family Support Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Family and Parenting Support Team		
Service Area:	Children and Families		
Primary Location:	Saltisford Office Park, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Family and Parenting Support Team Manager		
Responsible for:	N/A		

Role Purpose

To assist the Family Support Workers in working in a supportive and strengths based way to achieve the best possible outcome for children and families and to work as part of a multi-agency team.

To work as part of a multi agency team with parents, children and young people to positively make a change in family behaviours.

To assist in ensuring that parents and carers have access to the full range of universal support services in order to improve positive outcomes for families.

Role Responsibilities

Working alongside experienced Family Support staff to :

- Establish sound and professional relationships with local families that have been identified by the Priority Families Programme
- Help identify the issues affecting these families and the ways in which local services are working with them
- Assist in the development of a Family Plan and then helping to implement and monitor its success
- Work with the families to help them achieve progress, giving them optimism and a fresh sense of hope

- Liaise with staff coordinating the Programme in order to ensure that the work is recorded in line with requirements

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A basic level of numeracy, literacy and ICT skills. At least five GCSE's at grade A* - C / 9-4 including English and Maths	A, D
Ability to get on with people, to listen and understand their concerns	A, I
The ability to communicate confidentially, both verbally and in writing, with numerous different people	A, I
Ability to record information and keep records	A, I
Experience of using computers and in particular Microsoft Office and Email	A, I
Commitment to work within a team and own initiative	A, I
Ability to organise own work load and keep up to date with tasks	A, I
The ability to respect and maintain strict confidentiality at all times	A, I
Ability to maintain emotional wellbeing under pressure	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The

purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	