

# Post Specification

## Post Specification - Key Information

- **Post Title: Family Hub Practitioner**
- **Date: May 2025**
- **Post Group Number: 8562**
- **Job Family: PC and Dev**
- **Job Family Role Profile: PCD8ii**
- **Final Grade: 8**

To be read in conjunction with the job family role profile.

## Service Area Description

Family Hubs are a place-based way of joining up locally in the planning and delivery of family services. They bring services together to improve access, improve the connections between families, professionals, services, and providers, and put relationships at the heart of family support, offering a one stop shop for families.

Family hubs offer support to families from conception and for children of all ages, which is 0-19 or up to 25 for those with special educational needs and disabilities (SEND), with a great Start for Life offer at our core. To ensure we have an offer available to all families whether working or not, our availability will take into account being open on evenings and weekends.

This post sits within Family Help in Children's Services and is located in the Children's directorate. The post will report the Family Hub Team Manager

## Purpose of this Post

This post will support our vision for every child and young person in Westmorland and Furness to have the best start in life, to grow, to thrive and to be prepared for a successful adult life. The post holder will develop and deliver high quality universal and targeted activities and programmes, working with children and their families from pre-birth to 19 (25 SEND) both one to one and in groups, in settings and the family home.

## Key Job Specific Accountabilities

1. Develop and maintain a varied, inclusive and appropriate programme of support for children aged 0 – 19 (25 with SEND) that is focused on enhancing health, wellbeing, parenting and development to ensure positive outcomes for young children, involving multi-agency partners
2. As needed following the Portage Model, undertake assessments of children and family's needs and respond accordingly by using an 'assess/plan/do/review' cycle and to act as Lead Professional with Portage families, as and when appropriate.
3. Deliver specialist interventions with children and families on a one-to-one basis, group or within the Family Hubs.

4. Working from a range of locations including Family Hubs, community locations, outreach settings and in the family home.
5. Offer one to one practical support to families, helping them to make positive changes and supporting them to access what is available through other services within their communities.
6. Ensure a safe and positive service delivery, applying risk assessment, safeguarding and child protection procedures.
7. Ensure vulnerable, disadvantaged and at risk young children are engaged in a wide range of activities based on the needs of the geographic community.
8. Contribute to multiagency assessments and share appropriate information with relevant professionals and agencies, and thereby engage in effective, co-ordinated and responsive service provision, including engaging in team around the family/team around the child meetings and other relevant meetings as required.
9. Ensure that processes are carried out compliant with current legislation and quality standards (e.g. GDPR / Data Sharing / Confidentiality).
10. Review and evaluate service delivery to ensure aims, objectives and outcomes are being achieved and to ensure continuous improvement.
11. Share skills, knowledge and play an active role in the Family Hub team whilst ensuring collaborative working with other internal teams, statutory services, partners and voluntary organisations to provide coordinated, high-quality support to children and families.
12. Build and maintain knowledge and understanding of local services and assist families to access relevant support.
13. Be a source of advice to partners about SEND, Portage and Family Help.

### **Key Facts and Figures of the Post**

- None

### **Essential Criteria**

#### **Qualifications:**

- A qualification in childcare, child development, education, health and social care or related professional qualification at NVQ/Level 3 or above, or relevant demonstrable experience.
- Relevant experience of supporting children and families and delivering group and one to one support.
- Evidence of continuing professional development.

#### **Knowledge:**

- Working knowledge of relevant policy and legislation as it relates to families, children and young people.
- Knowledge of SEND, including the SEND Code of Practice 0-25 years.
- Knowledge of child development.
- Working knowledge of the Healthy Child Programme and relevant statutory duties and responsibilities across agencies.

- Understanding of Equality and Diversity issues.
- Awareness of Health and Safety requirements.
- Detailed knowledge of confidentiality, information recording and sharing and safeguarding protocols

### **Experience & Expertise:**

- Professional experience of working with children and their families in settings, including up to date knowledge and experience of safeguarding issues and risk management requirements.
- Experience of working with other agencies and partners to improve outcomes for children and families.
- Experience of working with families, children and young people with SEND.
- Experience of working with families following the Portage Model.

### **Skills**

- Excellent assessment skills with the ability to produce effective outcome-focused plans for families with complex needs.
- A solid understanding of mental health and disability issues, drug and alcohol use, domestic violence and poverty and the way these impact on children and family life
- Ability to maintain accurate and comprehensive records and to evidence outcomes.
- Ability to communicate clearly and effectively via all channels with parents/carers, children, partners and professionals as well as internally at all levels.
- Ability to prioritise and manage work effectively.
- Ability to use a range of ICT as appropriate to the role including Microsoft packages.
- Ability to work on own initiative and as part of a team.

### **Disclosure and Barring Service (DBS) Checks**

- The level of check required is (*remove others not required*):
  - DBS Enhanced – Children

### **Job Working Circumstances**

**Emotional Demands:**

**Physical Demands:**

**Working Conditions:** Normal

### **Other Factors:**

- There may be a requirement to work outside core hours (Monday to Friday 9am to 5pm).
- Requires the ability to travel around designated areas to undertake duties