

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Outreach Worker
Salary Range/Grade:	£10.21 to £10.96 per hour dependent on experience and qualifications
Hours:	37.5 hours per week, all year round working.
Work Base:	Chippenham
Reporting To:	Children's Service Lead
Main Purpose of Job:	
To provide Outreach support to parents both within the Children's Centre and in the family home. To promote positive interactions between parents and their children to enable them to understand their child's development, develop confidence in their parenting skills and learn parenting techniques in order to improve outcomes for children aged 0-11 years.	
Key Task List:	
<ol style="list-style-type: none"> 1. To plan and deliver targeted services for families in need of additional support including invitation only groups and specialised support services. 2. To provide in-home support for families covering all areas of need, (e.g. socialisation, child development, health, contact arrangements, safeguarding etc.) by developing positive enabling relationships. 3. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Centre's Service Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust, using the Trust's alert process. 4. To develop multi-agency working in relation to clients including the CAF process and Child Protection conferences as appropriate, in order to ensure an effective Team Around the Child is in place. 5. To coordinate practical support for families in need of clothes, food parcels etc. 6. To conduct risk assessments and home surveys in family homes in order to keep children safe. 7. To liaise closely with Midwives, Health Visitors, settings, schools and Social Workers, where appropriate, in order to ensure an effective Team Around the Child is in place. 8. To provide signposting and advocacy for families needing to access other services. 9. To provide a full programme of parenting advice, including post and ante-natal care to parents and establishing suitable contact arrangements for children where required. 10. To provide regular monitoring and evaluation reports relating to all aspects of outreach work. 11. To support the self-referral system for families which is welcoming, non-judgemental and easily accessible. 12. To work flexibly as part of a highly committed team of professionals, who are entirely focused upon improving the lives of children and families in north Wiltshire. 13. To keep accurate and up-to-date records (chronological reporting, visit and 	

- contact reports, outreach files, accident and incident forms etc.) as required.
14. To attend training and meetings as requested.
 15. To undertake any other reasonable duties as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plan.
 16. To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act.
 17. To work flexibly across all Children's Centres across north Wiltshire and other locations as required, including occasional evenings and weekends.
 18. To carry out all responsibilities and activities within the Equal Opportunities framework.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	NVQ Level 3	Willingness to work towards qualifications in childcare and education.
Experience / Knowledge	An understanding of and ability to deliver good quality Centre sessions and education.	Early year's childcare and education experience.
Skills/Abilities	Ability to communicate, verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and government regulatory departments. A commitment to Equal Opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children and families. Car Driver and access to car essential.	Able to respond to the changing needs of the Centre.
Personal Qualities	Ability to work under pressure. Flexible approach. Commitment to Safeguarding and Anti-discriminatory practice. Enthusiastic and motivated. Friendly and patient personality. Work to a high set of principles. Ability to work as part of a team.	Sense of humour.
The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.	