

# JOB DESCRIPTION

**POST TITLE:** Community Links Worker

**SALARY:** £25,000 - £27,000

**HOURS OF DUTY:** 35 hours per week

**RESPONSIBLE TO:** Outreach Manager & Director

## PURPOSE OF THE POST

To work to ensure that all local children and families, particularly those from the targeted community can access the services they need.

To provide information and advice to families from the targeted community with young children living in Islington to give mothers, fathers, and carers the support they need to give their children the best start in life so that they can:

- Enjoy and achieve
- Be safe
- Be healthy
- Achieve economic well being
- Make a positive contribution

In line with Islington's Prevention and Early Intervention Framework, the post holder will aim to provide the information and advice that families need so that they are able to access Bright Start services in order to reduce the need for more intensive support for families. Advice, information, and guidance will be provided to meet families needs as early and as effectively as possible.

## MAIN DUTIES AND RESPONSIBILITIES

- ❑ To develop links with the local targeted community through local schools, voluntary and community organisations to ensure that all families are informed of and supported to access Bright Start services.
- ❑ To work with Bright Starts teams for identifying and supporting Turkish/Kurdish speaking parents and ensure that the community understands the role of Bright Start Services and encourage them and work with them to sign post and direct families with children under 5' within the framework of the Islington Parenting Support Strategy.
- ❑ To foster and build positive relationship with colleagues, multi-disciplinary professionals to share experience skills, knowledge of Turkish, Kurdish speaking and Turkish-Cypriot community needs.
- ❑ To report matters concerning children who have suffered or may be at risk of suffering significant harm in line with LBI safe-guarding policy and procedure.

- ❑ To provide information to families about services available in the locality including Bright Start services, Information and Advice services, local community groups and centres, Health Services, childcare and nursery education services, adult learning, training, and employment services and to support families in accessing these.
- ❑ To sign-post and support parents and carers to access advice and support about benefits, housing related issues, anti-social behaviour, healthy lifestyles, emotional well-being, access to specialist adult services, training, and employment.
- ❑ To provide home visits to Turkish Speaking parents who have children of under 5.
- ❑ To provide advice and information to families through involvement with groups of parents including parenting programmes, Stay and Plays, events and other Bright Start services and local activities.
- ❑ To support parents and carers to be involved in providing feedback about Bright Start services and to be involved in the development of services.
- ❑ To keep written records of the work and provide monitoring information using the Islington Early Years Management Information system in line with Bright Start requirements.
- ❑ To provide regular monitoring and evaluations of services and users.
- ❑ To contribute to multi-disciplinary meetings with members of the Bright Start teams in order to develop service provision for local families.
- ❑ To comply with the organisation's aims and objectives.
- ❑ To participate and undertake production of publicity material both in English and Turkish.
- ❑ To adhere to Minik Kardes and Bright Start policies in relation to service delivery, including child protection, information sharing and data protection, record keeping, health and safety, equal opportunities, supervision, and customer care.
- ❑ To ensure that families have access to appropriate interpreting services if necessary.
- ❑ To undertake any additional tasks as reasonably required.
- ❑ To establish and maintain effective liaison with other colleagues.

**ADDITIONAL:**

- ❑ To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- ❑ To achieve agreed service outcomes and outputs and personal appraisal targets as agreed by the line manager.
- ❑ To undertake training and attend staff meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.

- ❑ The post holder is expected to be committed to the Council's core values of public service, quality, equality, and empowerment and to demonstrate this commitment in the way they carry out their duties.
- ❑ Ensure all the services within the area(s) of responsibility are provided in accordance with the Minik Kardes' commitment to high quality service provision to users.
- ❑ To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- ❑ Carry out duties and responsibilities in accordance with the Minik Kardes' and Bright Start Health and Safety Policy and relevant Health and Safety legislation.

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Date:
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## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

**You should demonstrate on your application form how you meet each of the following essential criteria.**

<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		<b>A/I/T</b>
<b>E1</b>	Cache/NVQ level 3 Child Care or equivalent in Advice, Social Care, Supporting Parents, Early Years, Health, Education or Community Work.	A
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E2</b>	Fluency in spoken and written Turkish and English.	A/I
<b>E3</b>	Experience of working with Kurdish/Turkish communities families and young children.	A/I
<b>E4</b>	Knowledge of service provision for families with children under 5 including the Bright Start services Agenda.	A/I
<b>E5</b>	Experience of applying knowledge of child development and child protection in work with children.	A/I
<b>E6</b>	Ability to identify and to work flexibly to reach families who are more likely to be excluded from Bright Start services.	A/I
<b>E7</b>	Experience of working within a multi-racial and multi-cultural context and knowledge of the barriers to accessing services which may be faced by children and families from the Turkish/Kurdish communities	A/I
<b>E8</b>	Ability to form and maintain relationships of trust with children and parents while maintaining appropriate boundaries.	A/I
<b>E9</b>	Ability to work flexibly within a team.	A/I
<b>E10</b>	Ability to communicate effectively verbally and in writing, including the ability to produce accurate case records of work undertaken and to write reports.	A/I/T
<b>E11</b>	Ability to organise and prioritise work and to work independently	A/I
<b>E12</b>	Ability to use a PC for word processing, data collection and email.	A
<b>E13</b>	Commitment to anti discriminatory policy and practice	A/I/T
<b>E14</b>	Commitment to service user involvement	A/I
<b>E15</b>	Ability to further develop knowledge and skills relevant to the post through training and development.	A/I
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E19</b>	Islington Council's Equal Opportunities Policy	A/I/T
<b>SPECIAL REQUIREMENTS</b>		
<b>E20</b>	This post requires an enhanced level of Disclosure & Barring Services DBS	

**E= Essential D= Desirable**

**\*Assessed by: A= Application I= Interview T= Test**