

JOB DESCRIPTION

Post Title:	Strengthening Families Worker	Service / Section:	SCE, Vulnerable People Service, Strengthening Families Team
Location:	Coed Pella	Responsible to:	Jacqui Henson-Cubie/ Tesni Hadwin
Grade:	National Living Wage		

Job Purpose:

This placement offers a valuable introduction to working in a social support team that helps individuals and families in the community. You will support therapeutic workers by helping prepare activity packs and resources, assisting with simple admin tasks, and occasionally accompanying staff on family visits to observe and learn. This is a great opportunity to build confidence, communication skills, and an understanding of how social care teams make a difference in people's lives.

Duties and Responsibilities - Job Specific

1.	Support therapeutic workers by preparing activity packs, worksheets, and other resources used during family visits and sessions.
2.	Support the team with basic admin tasks such as photocopying, filing, and data entry.
3.	Help prepare materials or resources for community activities or meetings.
4.	Assist in setting up and tidying away materials for group activities or one-to-one sessions.
5.	Attend team meetings and take notes when needed.
6.	Assist with simple research or information gathering.
7.	Learn how to use basic office systems and tools.
8.	Shadow team members to learn how they support individuals and families.
9.	Participate in training to build understanding of the team's work.
10.	Follow all safeguarding, confidentiality, and health and safety guidelines at all times.

Duties and Responsibilities – All Employees	
1.	Build good relationships inside and outside the organisation and provide excellent customer service.
2.	Follow the Authority's Policies and Procedures.
3.	Support the Authority's commitment to Diversity, Equity and Inclusion, ensuring a respectful and supportive work environment.
4.	Undertake other reasonable tasks or duties as requested by your Line Manager.

PERSON SPECIFICATION			
<p>Please Note: In order to be shortlisted for this post you must demonstrate that you meet all the criteria ranked as E - Essential unless it states in the "How Identified" column that it will only be tested at Interview, via a Test or Presentation. Please ensure you tell us in your application how you also meet any Desirable criteria.</p>			
Requirements	How Identified	Essential	Desirable
Qualifications and Experience			
Good general standard of literacy and numeracy.	Application Form	E	
No formal qualifications required, however, a keen interest in your placement choice/s is important.	Application Form Interview	E	
Knowledge and Skills			
Able to follow instructions and ask for help when needed.	Application Form Interview	E	
Good communication and listening skills.	Application Form Interview	E	
Understanding of the importance of confidentiality.	Application Form Interview		D
Ability to work with team members and interact with the public in a friendly and courteous manner.	Application Form Interview	E	
Ability to confidently use IT e.g. Outlook, Microsoft Excel, Word.	Application Form Interview	E	
The ability to communicate in English is essential.	Application form Interview	E	

The ability to communicate in Welsh at level 1 for speaking / writing / reading is essential / desirable. Please click here for level guidance.	Application form Interview Test at interview	E	
Personal Qualities			
Positive attitude and open to feedback.	Application Form Interview	E	
Punctual and reliable.	Application Form Interview	E	
Willingness to learn and try new tasks.	Application Form Interview	E	
Other Requirements			
Willing to complete any necessary training.	Application Form Interview	E	
Flexible and able to work in line with the teams work needs.	Application Form Interview	E	
For Trainee Boat Operative position Able to swim unaided and be physically fit enough to pass a ML5 medical and work afloat outdoors. <i>(An ML5 is a domestic medical certificate that seafarers or fishermen need to get to certify they are medically fit to work safely at sea)</i>	Application Form Interview	E	

Review Date/Right to Vary

This Job Description and Person Specification is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your placement.

Version Control Date: