

## JOB DESCRIPTION

<b>Job title:</b>	Wellfamily Practitioner
<b>Location:</b>	Swaffham
<b>Hours:</b>	12hours per week (part time)
<b>Grade:</b>	Grade 2 Point 16 – 19
<b>Service:</b>	Swaffham Wellfamily Service
<b>Reports to:</b>	Wellfamily Service Co-ordinator

### Principal Accountabilities:

1. Your primary role would be to contact and gather information about all adult, children and family referred to the Wellfamily Service within 6weeks
2. To signpost or refer to other services as appropriate.
3. To undertake holistic assessment of cases allocated to you.
4. To maintain a small case load of adult, children and family cases and to offer a range of short term interventions
5. To work in partnership with the Wellfamily team, local agencies and partners to offer courses and workshops to meet identified needs.
6. To support Wellfamily Service to deliver relevant courses and workshops, following appropriate training
7. To support Wellfamily Co-ordinator and team to evolve and develop the service
8. To maintain accurate, relevant records in accordance with Family Action policies including Data Protection and to collect data to evidence outcomes.
9. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services
10. To ensure you have an understanding (appropriate to your role) of Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults and comply with them.

11. To comply with Family Action's Equality, Diversity and Inclusion Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
13. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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### **Person Specification**

1. A relevant qualification or relevant experience and evidence of a commitment to continuing learning and professional development.
2. Experience (as an employee or volunteer) of mental health work with adults, young people and/or children and families, and an understanding of the issues that can impact on adult, children and young people's emotional development and mental health
3. An understanding of child development and attachment
4. Good local knowledge of other local services and agencies and their referral criteria and processes.
5. Ability to meet the needs of service users sensitively and responsibly and demonstrate good listening, communication and connection skills
6. A capacity for reflective practices regarding your own impact upon service users and colleagues.
7. Excellent written and verbal communication skills and good IT skills and record keeping practice.
8. Experience of using evaluation tools and evidencing outcomes.
9. Ability to develop good working relationships with agencies, such as GP's, Adult and Children's Services, mental health services, education services and voluntary sector organisations.
10. An ability to manage time efficiently and to work autonomously as well as to work as part of a team..
11. Able and willing to work flexibly to meet the needs of the service including evenings if required

12. Willingness to work alongside families within their home settings across Swaffham, Downham, Litcham Primary Care Network
  
13. Attend relevant meetings and various community events, representing Family Action alongside other professional services.
  
14. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services