



Upper Springfield Whiterock  
Integrated Partnership

## Job Description

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**Post Title:** Community Family Link Worker: Kinship Carers  
(Belfast Health and Social Care Trust).

**Reporting Line:** Neighbourhood Renewal Manager

**Hours of work:** 22.5 hours (Until the 30<sup>th</sup> of June 2025)

**Salary:** £29,835 (pro-rata)

**Location:** USDT, 689 Springfield Road, Belfast, BT12 7FP

**Post Summary:** This role will support kinship carers in the Upper Springfield/Whiterock area. The post holder will engage all kinship families in this geography, ensuring children and carers connect to any relevant local resources and support networks. This service aims to support family units who take on kinship caring roles and help improve outcomes for the children under their care.

### DUTIES AND RESPONSIBILITIES:

#### A. Main Duties/Responsibilities (Community Family Link Worker)

- **Target Families:** Work directly with the kinship group of families in the Upper Springfield/Whiterock area.
- **Home Visits:** Conduct regular home visits to all households in the geography that offer kinship care and build relationships with these families.
- **Needs Assessment:** In conjunction with the family, work to identify any local resources or supports that they feel would provide support to any/all member of each kinship care family and/or improve the experience of children in these households.  
**Resource Connection:** Based on the suggestions or needs identified by families work to provide families with information about available support resources, both locally and across the city. Undertake any practical steps that families may ask for to connect them to the requests or services identified
- **Collaborate** with various organisations (Belfast Trust, local voluntary support groups, schools, youth club, community cohort groups et al) as needed to ensure project outcomes.
- **Programme Development:** The post holder will connect families to activities and initiatives that benefit them, whether individually or as a group. If common themes or needs emerge among these family cohorts, they will collaborate with others to address them through peer support or networking strategies.
- **Administrative Tasks:** Manage administrative duties associated with this position including the completion of monthly monitoring reports and returns to BHSCT.
- **Confidentiality:** Maintain strict confidentiality and adhere to GDPR regulations.
- **Reporting:** Provide regular updates to the local Neighbourhood Renewal Partnership and BHSCT on the progress of the initiative and any delivery issues that may emerge.

**Community Family Link Worker**

- **Meetings:** Attend meetings as appropriate with relevant support groups: as directed by the postholder's USDT line manager.
- **Link:** be the point of contact for referrals and to offer referral support to any queries.
- Undertake training on a range of family and children's related matters as required.
- Have a comprehensive knowledge base of child and adolescent development, with a focus on understanding the emotional, social, and developmental needs of children and young people at various ages and stages. This includes an appreciation of the potential impact of trauma, such as that experienced by children entering the care system, as well as the unique challenges faced by kinship carers.
- **Communication:** - Excellent, clear, and confident communication skills required ensuring that information (both written and verbal) is shared appropriately, in a timely manner and accurately with the relevant stakeholders (Neighbourhood Renewal Partnership, school personnel, Belfast Trust personnel, and the wider community sector).

#### **GENERAL**

- USDT is an equal opportunities employer. The family link worker will always adhere to USDT's equal opportunities throughout the course of employment.
- All duties must be conducted in compliance with USDT's health and safety policy and with statutory regulations.
- Staff members will always treat those with whom they come into contact, in a courteous and respectful manner, maintain USDT's high reputation.
- Staff will demonstrate their commitment to USDT by their regular attendance and the efficient completion of all tasks allocated to them.
- The family link worker will maintain high standards of personal accountability.
- The family link worker will undertake other projects or tasks as required.

### **Status of the Job Description**

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification, and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

# Job Specification

## ESSENTIAL CRITERIA

- Educated to a degree level (e.g., social work, youth work, education etc.)  
Or

NVQ health and social care (level five) with at least two years' experience within the last five years including home visiting, working in the community/ supporting families.

or

NVQ health and social care (level three) with at least three years' experience in the last five years including home visiting, working in the community/ supporting families.

- Experience and knowledge of supporting and working with families in a community setting.
- Understanding of the socio-economic issues impacting families within our area of reach.
- Knowledge and understanding of the support organisations that exist in the Upper Springfield/Whiterock area.
- Knowledge of child protection issues and reporting mechanisms.
- The worker will apply a trauma informed approach to their practice.
- Work with case management systems and ensure management information is maintained.
- Experience of conducting group working.
- Experience of conducting home visits in a lone worker capacity.
- Excellent communications skills and management report writing.
- Excellent ICT skills including proficient use of Microsoft Office applications.

## DESIRABLE CRITERIA

- Experience with working with families with additional needs
- Demonstrate an ability to travel to different locations to access families in own homes.