###### Antenatal Service Coordinator- Home Link Family Support

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| Salary Grade AP4- 30 hours £20265 |
| Main Objectives |
| * To ensure the effective delivery of the service provided by Home Link Family Support, in accordance with its Vision, Mission and Guiding Principles * Delivery of Family Support Service to children and their families * Report to the Deputy Manager/Manager * Represent Home Link Family Support at locality network meetings and forums * Delivery of parent and child group work |
| Key Responsibilities |
| Service delivery   * Publicising and representing Home Link Family Support in the local area * Liaising with local statutory/voluntary/community agencies and projects both for referrals and as sources of help for Home Link Family Support families * Regularly attend identified local networks and forums to represent and maintain the profile of the organisation. * Assessing the help that Home Link Family Support can offer to each family referred, using a systemic approach to find the most appropriate support for the family * Provide direct support to families * Providing families with regular reviews * Coordinating the exit of families from the service * Encouraging the families to access, other sources of help. * Assisting with occasional Home Link Family Support social events for families/children. * Providing reports and attending Child Protection Case meetings as required * Implementing and reviewing HLFS Risk Assessment procedures for all families who receive a service * Conducting additional reviews with families as required * Delivering group work- early years stay and play sessions remotely * In line with government guidelines around COVID 19 we are currently working with a blended model of remote support and safe face to face contact with families |
| Administration   * To conform to the internal administrative and supervisory procedures of Home Link Family Support including those relating to regular supervision, annual work-plans and appraisal. * Taking part in staff team meetings, supervision sessions, staff and Board policy forums, staff training events and other appropriate meetings as directed by the Home Link Family Support Manager/ Deputy Manager * Implementing Home Link Family Support’s monitoring and evaluation systems with families * Maintain effective record keeping in line with HLFS procedures * Staff out of hours phone as required * Participating in HLFS Board Subgroups * Support the development of the service as required and as legislation or sector good practice changes * Report on performance as required by HLFS and funders |

**Antenatal SERVICE COORDINATOR - PERSON SPECIFICATION**

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|  |  | Essential | Desirable |
| Experience | Experience of working with children and families | ✓ |  |
| Experience of delivering child and parent group work/programmes | ✓ |  |
| Experience of monitoring and evaluation |  | ✓ |
| Experience of working in a community setting | ✓ |  |
| Skills and Abilities | Delivery of informal training |  | ✓ |
| Assessment of families’ needs and help available | ✓ |  |
| Record-keeping, including for evaluation purposes | ✓ |  |
| Report Writing | ✓ |  |
| Knowledge | Understanding of the Edinburgh area and special characteristics |  | ✓ |
| Knowledge of the voluntary sector | ✓ |  |
| Knowledge of children’s and families work and the issues facing this sector | ✓ |  |
| Knowledge of child protection and childcare legislation | ✓ |  |
| IT Literate, knowledge of Word, email, Access databases, Outlook and Power Point | ✓ |  |
| Education/ **Training** | A recognised qualification to SVQ level 3 in social work, social care, education, health or equivalent | ✓ |  |
| **Other Requirements** | Commitment to working outside of normal office hours and at weekends when the job requires this | ✓ |  |
| Commitment to work within the principles of the equal opportunities policy | ✓ |  |
| To have and maintain a clean driving licence and access to a car for business use | ✓ |  |