**Home-Start Edinburgh West and South West**

**Job Description for Family Support Worker**

Home-Start Edinburgh West and South West is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age. Trained volunteers offer regular support, friendship and practical help to families under stress in their own homes helping to prevent family crisis and breakdown.

The post holder will work with vulnerable families and those with complex or immediate needs to provide short term or intensive support.

**Job Title:** Family Support Worker

**Employer:** Home-Start Edinburgh West and South West

**Responsible to:** The Family Support Worker is employed by the Board of Trustees and will be managed on a day-to-day basis by the Senior Co-ordinator. The post holder will receive regular support and supervision.

**Hours:** 33 per week. Flexible working times will be expected in agreement with the Senior Co-ordinator.

The nature of the job may mean some early morning or evening work.

**Salary:** £19,099 (pro rata is £17034 based on a 37 hour week)

**Holiday Entitlement:** 25 days per year plus 12 statutory days (pro rata)

The post holder will be required to join the PVG scheme.

**Purpose of the Job**

To provide swift and flexible practical and emotional support to vulnerable families in order to help them to improve their ability to cope with the demands of parenting and enable them to give their child the best start in life.

To enable families to access support from Home-Start volunteers or other family support agencies.

To maintain high standards of practice in supporting families within the ethos of Home-Start and to work in accordance with the Home-Start Governing documents in line with the Home-Start Quality Assurance Standards.

To ensure inclusion and diversity are evidenced in all aspects of the work.

**Main Responsibilities:**

* To visit families in their own homes as agreed with the Coordinators.
* To provide practical and emotional support as appropriate and agreed with the families. Support is likely to include:
* Providing intensive support to meet short term needs
* Helping the family to establish routines and boundaries
* Encouraging positive parenting
* Providing relevant information and advice eg budgeting, home safety, healthy eating
* Supporting the family to access health, social work or other appointments
* Encouraging and assisting the family to access and/or attend other community resources. This to include HSEW groups where appropriate
* Encouraging the family to consider volunteer support when appropriate and acceptable
* Ensuring accurate family records are kept
* Other duties commensurate with the post may be detailed from time to time

The post is based in the office at 525 Ferry Road Edinburgh EH5 2FF. Travelling is involved for which expenses are paid. All staff work as a team and are expected to support each other in all aspects of the work.

Person Specification – Family Support Worker

Essential skills, abilities, experience, knowledge and special requirements for the post of Home-Start Family Support Worker. This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview

| **Person Specification** | | |
| --- | --- | --- |
| **ESSENTIAL** | Method of Assessment | |
|  | A | I |
| **Education and qualifications** |  |  |
| Good standard of education | ü |  |
| Training relevant to the post | ü | ü |
|  |  |  |
| **Employment History and experience** |  |  |
| Relevant previous or current employment or voluntary work | ü | ü |
| Knowledge of the voluntary sector | ü | ü |
| Accurate and timely record keeping | ü | ü |
| Ability to work as part of a team | ü | ü |
|  |  |  |
| **Supporting families** |  |  |
| Understanding of the needs of families with young children | ü | ü |
| Parenting experience | ü | ü |
| Knowledge of parenting practices and child development | ü | ü |
| Experience of working with families and children using a solution focused approach | ü | ü |
| Knowledge of current legislation relating to children and families, including Child Protection and GIRFEC | ü | ü |
| Clear understanding of the need for families to be assured of a reliable service | ü | ü |
|  |  |  |
| **Working in partnership and in the wider context** |  |  |
| Knowledge of the roles of agencies providing services for children and families | ü | ü |
|  |  |  |
| **Self management/personal attributes** |  |  |
| Good interpersonal skills |  | ü |
| A positive and creative approach to tackling tasks |  | ü |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | ü | ü |
| Understanding of the need for professional confidentiality | ü | ü |
| Good written and verbal communication skills | ü | ü |
| Negotiating skills | ü | ü |
| Ability to work on own initiative | ü | ü |
| Ability to work flexibly, which may include some occasional evening or week-end work and some occasional early morning or evening work | ü | ü |
| Willingness to access training opportunities | ü | ü |
| Access to own transport | ü |  |
| Eligibility to work in the UK | ü |  |
|  |  |  |
| **DESIRABLE** |  |  |
| Knowledge of the Peep programme or alternative parenting programmes | ü | ü |