****

**Govan Home and Education Link Project (Govan HELP)**

**Family Worker – Job Description and Person Specification**

**Job Description**

**Job Title: Family Worker**

**Hours: 21 hours per week between Monday to Friday 8.30am – 4pm**

**Salary: £26,000 (pro rata 0.6FTE)**

**Family support worker Role and Responsibilities**

**Responsibilities**

Govan HELP’s Family Support Project aims to support families with a wide range of needs from the local Govan area. Families are referred to Govan HELP’s Family Support Project via several partner agencies including schools, social work, and health, and you may work together to assess and support families’ needs. This role will specifically focus on supporting families with Early Years aged children. Your role will vary depending on the needs of the family you are helping, and there is flexibility as to where we support families based on their needs e.g., in the home, nursery, Govan HELP office, local community etc. You will hold a caseload of families who require intensive (weekly +) support, design and deliver group work and facilitate weekly “drop in” support sessions.

**The challenges faced by service users could relate to:**

* Behaviour and social interaction
* Previous trauma
* Bereavement and caring responsibilities
* Bullying
* Gender based violence and abuse
* Drug and alcohol addiction
* Education and learning
* Finance and debt
* Housing and homelessness
* Language barriers
* Marital discord, separation, and divorce, including care orders
* Anti-social behaviour and criminal activity, such as a parent in prison
* Stress, anxiety, and depression
* Parenting skills
* Physical and mental health issues, disabilities, and learning difficulties.

**As a family support worker at Govan HELP, you will typically need to:**

* Manage a caseload of families referred to the organisation, providing practical and emotional support to families
* Complete an initial assessment of families' needs so that you can identify and plan the support needed to address issues and prevent any problems from escalating
* Undertake regular review meetings with individuals and families during home and community visits to ensure they are fully supported to progress and achieve desired outcomes
* Work with colleagues, health and social care professionals and multi-agency networks to evaluate caseload needs and the progress that has been made
* Adhere to professional practice standards and legislation, including confidentiality, safeguarding, equality, diversity, and inclusion policies
* Ensure you are up to date on your knowledge of local service provision for appropriate signposting and referrals
* Manage your own workload, administration, and diary commitments
* Assess parenting skills and help people to build physical and emotional caring abilities through a range of practical activities
* Enhance parents' understanding of different education and play strategies
* Provide practical home management and budgeting advice to parents
* Coach, mentor and motivate families to understand the benefits of relevant activities
* Maintain accurate and up-to-date administration and caseload records, including reports of all interactions
* Attend court sessions when relevant, for example in cases of child protection.
* Promote the service and engage with local families through attending events and using social media
* Information sharing/ training to colleagues and volunteers in key topics
* Maintain accurate and up to date records to evidence key outcomes and overall impact of the service
* Contribute to the evaluation of service provision and work to help Govan HELP achieve outcomes for families.

*This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.*

***PVG Scheme Membership***

*This post is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exemptions (Scotland) Order 2003, and as such any appointment will be subject to them having appropriate PVG Scheme Membership.*

**This post is funded on a fixed term basis for two years thanks to an award of funding from Cattanach Charitable Trust.**

****

**Govan HELP Family Worker**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education / Qualifications** |  |  |
| Relevant qualification in social care or social work | **X** |  |
| Child Protection Training | **X** |  |
| **Experience** |  |  |
| Experience of working with children and families | **X** |  |
| Experience of undertaking Family Casework | **X** |  |
| Experience of delivering positive parenting programmes | **X** |  |
| Experience of multi-agency working | **X** |  |
| Experience of Child and Adult Protection | **X** |  |
| Experience with partnership working with a range of agencies | **X** |  |
| **Skills & Qualities** |  |  |
| The ability to communicate sensitively and effectively with children and adults. | **X** |  |
| The ability to build good working relationships with families who may be initially hostile | **X** |  |
| A good understanding of child development and the needs of children | **X** |  |
| The ability to help parents develop the skills they need to run their home. | **X** |  |
| A commitment to supporting people in difficult circumstances | **X** |  |
| Empathy, patience, and good listening skills | **X** |  |
| The ability to stay calm under pressure. | **X** |  |
| Good time management and organisational skills. | **X** |  |
| A flexible approach. | **X** |  |
| Excellent organisational skills, ability to effectively manage own time, prioritise workload and meet deadlines | **X** |  |
| Ability to work independently and as part of a wider team | **X** |  |
| Excellent written and verbal communication skills | **X** |  |
| IT literate with good working knowledge of Office | **X** |  |
| Clean Driving Licence and Access to a car |  | **X** |
| **Values and Attitudes** |  |  |
| Strong work ethic, honest, reliable, and willing to take a flexible approach to work requirements | **X** |  |
| An open minded, non-judgemental, and friendly approach to individuals | **X** |  |
| Support Equal Opportunities in your approach | **X** |  |