**JOB DESCPRIPTION**

**Role:** Family Support Worker

**Line Manager:** Manager, Home-Start Leith & North East Edinburgh

**Direct Reports:** None

**Hours of Work:** 35 hours per week (Full Time)

**Location:** Office is located at 247 Leith Walk, Edinburgh however will consider part home working

This is a full-time position that will support families with at least one child under the age of 5 from diverse communities in Leith and North East Edinburgh, within the national Home-Start framework.

The Family Support Worker will help families to achieve the goals they establish at initial assessments and reviews through coordinated support, linking with the Volunteer Home Visiting model that is central to our work as well as liaising with other third sector, health, and education colleagues.

**Main Responsibilities**

1. **Support for Families**

* Support the referral process including liaising with referrers and undertaking initial assessments of families’ needs
* Provide support to families either in their home or in the community that provides choice
* Ensure support to families is reviewed at regular intervals and at the end of Home-Start support
* Liaise with other service providers to ensure families receive timely and appropriate supports
* Respond flexibly to families’ needs, delivering services either via 1:1 support or through group work
* Undertake designated responsibilities for safeguarding and promoting children’s welfare
* Provide open, encouraging support to families that supports them in meeting their own goals
* Attend support and supervision to monitor workload, reflect on work with families and identify learning opportunities
* Engage in learning opportunities to develop knowledge, confidence and skill in supporting families

1. **Supporting the Work of the Organisation**

* Promote Home-Start Leith & North East Edinburgh at events
* Network appropriately within the community to ensure knowledge of supports available to families
* Undertake joint work with other Home-Start schemes and partner agencies to promote our organisation
* Support the review and implementation of all Home-Start’s policies and procedures
* Contribute to the development of Home-Start regionally and nationally

1. **Working as part of a team**

* Working with the Manager to deliver the operational plan each year
* Contributing to the effective day to day management
* Attend team meetings and planning days
* Work flexibly with colleagues to provide a joined up and consistent service

1. **Administration**

* Utilise systems such as our own database CharityLog to keep accurate records
* Contribute to the monitoring and evaluation of the service

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

The post holder will need to evidence right to work in the UK.

Home-Start Leith & North East Edinburgh is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

The post holder will be required to work flexibly, with some evening or weekend work and occasional residential training. Additional time worked will be given as Time Off In Lieu (TOIL).

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **EDUCATION** | * Minimum of three highers or equivalent * National 5 English | * Degree or Diploma in a relevant field, or a relevant qualification (SCQF Level 7) |
| **KNOWLEDGE** | * Current legislation and best practice as it relates to children and families * Parenting practices and how to support this positively * Child physical, social, emotional and cognitive development * The roles of other agencies in providing support to children and families | * Understanding regarding the Third (Voluntary) Sector * The impact of trauma on a child’s development |
| **EXPERIENCE** | * Supporting families with children under the age of 5 * Using a solution focused approach to support work * Working with child protection and safe guarding systems * Building relationships with appropriate networks | * Developing and managing group work * Producing written reports to a high standard for external audiences |
| **PERSONAL ATTRIBUTES** | * Interpersonal skills * A positive and creative approach to tackling tasks * Flexibility to adapt work to suit changing needs of families * Ability to work on own initiative * Work in a spirit of openness, encouragement and enjoyment * Good oral and written communication * Ability to work as part of a team * Ability to record work and manage own time |  |