

Children, Young People and Family Support Worker

3 x part-time posts (2 x 30 hour posts and 1 x 18 hours per week)

£22,688 - £25,384 per annum (pro rata) (position on scale dependent on experience)

Fife Women's Aid are delighted to have received additional funding to enable us to expand our services, for children and young people. We are looking to recruit part time workers to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse. Applicants should have experience of providing support in a relevant social care setting.

The successful applicants will have at least SVQ Level III or equivalent level of qualification in childcare or other relevant subject, or equivalent experience and willingness to work towards a qualification.

The successful applicant will be able to demonstrate a high degree of motivation and have the ability to work as part of a team as well as flexible hours to suit the needs of families. An ability to cover on call is an advantage (additional payments are made for this role).

Please join us for an online session to find out more about FWA children, young people and family support services. This will be at **7pm on Tuesday 7th September**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post. If you would like further information about the post, please contact Keri Duffy, Team Senior on 07714609374.

For further information about the role and to make an application, please visit www.fifewomensaid.org.uk/about-fwa/vacancies/.

Closing date: **5pm on Friday 17th September**

Interviews will be held: **29th/30th September**

Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.

Dear Applicant,

Thank you for your interest in the post of:

Children, Young People and Family Support Worker (x2 30 hour post and x1 18 hour post)

This document provides information on the Job Description and Person Specification for the above roles. ***Please mark clearly on the application form available on our website which post you are applying for.***

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website

<http://www.fifewomensaid.org.uk/privacyhttp://www.fifewomensaid.org.uk/privacynotice/notice/>

Please note these are re-advertised positions. Previous candidates need not apply.

The closing date for applications is 5pm on Friday 17th September. Interviews will be held 29th/30th September

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

Kate McCormack

Kate McCormack
CEO

JOB DESCRIPTION

Job Title:	Children, Young People and Family Support Worker
Contracted Hours of Work:	2x 30 hours per week
Salary:	£22,688-£25,384 per annum (pro-rata)

Job purpose The purpose of this post is to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse in accordance with the aims and objectives of the service and Fife Women's Aid.

Reporting to Team Senior

Key responsibilities

1. To undertake assessment, risk assessment, support planning, review and evaluation with children, young people and their families.
2. To work with children, young people and their families, on a one to one and group basis, using a range of creative and innovative interventions, to identify need and achieve positive outcomes.
3. To work in partnership with mothers/carers to empower them and enable them to achieve better outcomes for their children.
4. To support mothers/carers to develop parenting skills and self-esteem and confidence as well as build knowledge about the effects of trauma to support family recovery from domestic abuse.
5. To work with children and young people of different ages, stages and needs, including those with complex needs.
6. To support children and young people to develop communication skills, self-esteem and self-confidence as well as learn about the effects of trauma to support recovery from domestic abuse.
7. To provide a flexible service delivered at the time required by families.
8. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up-to-date.
9. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.

10. To prepare reports for child protection conferences, children's hearings, court proceedings, LAAC reviews, wellbeing meetings and other relevant forums as required.
11. To assist with refuge admission, supporting women and children moving into refuge and providing support during their stay as well as further to moving into their own home.
12. To provide cover for FWA 24 hour support line for children and young people as well as support for FWA support line for women as required.
13. To work collaboratively with others to provide an integrated and effective service for children, young people and families.
14. To promote, monitor and maintain health, safety and security in the working environment.
15. To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.
16. To work within FWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.
17. To participate in service user involvement activities as well as service planning and development.
18. To contribute to service and organisational objectives.
19. To promote equality and anti-discriminatory practice.
20. To show commitment to ongoing personal development.
21. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
SVQ Social Services (Children and Young People) SCQF Level 7 or equivalent qualification in relevant subject OR equivalent experience and willingness to work towards qualification, preferably with at least 2 years' experience working in an environment requiring similar knowledge and skills.	E	
The post holder must become registered by SSSC.	E	
Competencies	Essential	Desirable
Knowledge of children, young people and women's experience of domestic abuse		D
Knowledge of child and adult protection	E	
Understanding of trauma informed approaches	E	
Good listening skills, written and verbal communication ability and direct support skills	E	
Evidence of ability to deal with the varying and complex needs of children and young people	E	
Good organisational & IT skills appropriate to level and type of job	E	
Ability to prioritise, work on own initiative and within a team to achieve objectives	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to practice	E	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do evening and weekend work	E	
Ability to cover 24 hour support line if required	E	
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG Scheme required	E	

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community

JOB DESCRIPTION

Job Title:	Children, Young People and Family Support Worker
Contracted Hours of Work:	X1 18 hours per week (maternity cover)
Salary:	£22,688-£25,384 per annum (pro-rata)

Job purpose The purpose of this post is to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse in accordance with the aims and objectives of the service and Fife Women's Aid.

Reporting to Team Senior

Key responsibilities

1. To undertake assessment, risk assessment, support planning, review and evaluation with children, young people and their families.
2. To work with children, young people and their families, on a one to one and group basis, using a range of creative and innovative interventions, to identify need and achieve positive outcomes.
3. To work in partnership with mothers/carers to empower them and enable them to achieve better outcomes for their children.
4. To support mothers/carers to develop parenting skills and self-esteem and confidence as well as build knowledge about the effects of trauma to support family recovery from domestic abuse.
5. To work with children and young people of different ages, stages and needs, including those with complex needs.
6. To support children and young people to develop communication skills, self-esteem and self-confidence as well as learn about the effects of trauma to support recovery from domestic abuse.
7. To provide a flexible service delivered at the time required by families.

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8. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up-to-date.
9. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.
10. To prepare reports for child protection conferences, children's hearings, court proceedings, LAAC reviews, wellbeing meetings and other relevant forums as required.
11. To assist with refuge admission, supporting women and children moving into refuge and providing support during their stay as well as further to moving into their own home.
12. To provide cover for FWA 24 hour support line for children and young people as well as support for FWA support line for women as required.
13. To work collaboratively with others to provide an integrated and effective service for children, young people and families.
14. To promote, monitor and maintain health, safety and security in the working environment.
15. To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.
16. To work within FWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.
17. To participate in service user involvement activities as well as service planning and development.
18. To contribute to service and organisational objectives.
19. To promote equality and anti-discriminatory practice.
20. To show commitment to ongoing personal development.
21. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
SVQ Social Services (Children and Young People) SCQF Level 7 or equivalent qualification in relevant subject OR equivalent experience and willingness to work towards qualification, preferably with at least one years' experience working in an environment requiring similar knowledge and skills.	E	
The post holder must become registered by SSSC.	E	
Competencies	Essential	Desirable
Knowledge of children, young people and women's experience of domestic abuse		D
Knowledge of child and adult protection	E	
Understanding of trauma informed approaches	E	
Good listening skills, written and verbal communication ability and direct support skills	E	
Evidence of ability to deal with the varying and complex needs of children and young people	E	
Good organisational & IT skills appropriate to level and type of job	E	
Ability to prioritise, work on own initiative and within a team to achieve objectives	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to practice	E	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do evening and weekend work	E	
Ability to cover 24 hour support line if required	E	
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG Scheme required	E	

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