###### Adding Colour to Lives Logo.jpg

###### COVEY BEFRIENDING - Support Worker

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| **Personal Qualities** |
| **Character** |
| * A highly organised professional, bringing a passion and energy to the team * Aligned with the values of respect, openness, commitment, innovation and passion * Ability to take initiative and have an innovative approach to work * A good team player, confident to challenge, with respect * Possessing a clear understanding of the need for, and a commitment to, maintaining confidentiality * Committed to the ethos of the voluntary sector. |
| **Skills/Competencies** |
| * Experience in working with vulnerable families and volunteers * Excellent verbal and written communication skills * Competent in use of IT- Word/Access/Excel * Able to quickly establish rapport and trusting relationships with vulnerable families and young people * An ability to write progress reports and keep appropriate records, both paper and digital * Ability to develop strong relationships with colleagues in other agencies * Self motivated with the ability to use own initiative * Have an understanding of, and commitment to the promotion of equal opportunities policies and practice * Strong interpersonal skills with a professional approach * Knowledge and experience of the way statutory and voluntary agencies are organised * A highly professional attitude and presentation * Ability and willingness to work evenings and some weekends. |
| **Other Requirements** |
| * Has a relevant qualification or working towards gaining training in specified fields * Available for at least two evenings and weekend work - (Time off in Lieu will be given) * Car driver with access to car (Mileage given) - Essential * Enhanced PVG required. |

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| Main Objectives |
| * To ensure effective team working through living out the COVEY values of Commitment, Passion, Respect, Openness and Innovation * To be responsible for supporting parents ensuring that all agreed outcomes are met for young people and their families. * Working with families to identify their strengths and what support will be needed to maximise these * Meeting on a regular basis with individual parents to help them achieve their goals * Supporting parents in making positive choices for their family and continuing with those choices |
| **Role and Responsibilities** |
| * Responsible to work closely with the COVEY Lead Coordinator to ensure all outcomes are met. * Promoting and representing Family Support in the local area * Liaising with statutory, voluntary agencies/ projects locally for sources of help for families involved with Family Support * Assessing what help COVEYs can offer to each family referred, using a systemic approach to find the most appropriate support for each family * Agree goals with each parent/carer and work out strategies to achieve these. * Prepare a written action plan for each family which should be followed and adhered to as closely as possible. * Maintain family records and database. * Attend joint meetings with or on behalf of families, as agreed with line manager e.g. pupil support groups, case conferences, children’s hearings. * The Support Worker role at meetings will either be that of a supportive role to the parent or as a representative and advocate of young person. * Referring on to other appropriate support services either during or after the period of support, if required * Ensure that casework is recorded in line with project policies and procedures * Carry out assessment of risk in accordance with COVEY’s Adult and Child Protection and Health and Safety policy wherever required * Participate in the regular monitoring and evaluation of the project and its work * Prepare necessary reports * Support parents/carers and young people to access or be referred to other appropriate services * Work as part of a team contributing to the smooth and effective running of the project and the work of the wider organisation. * Attend and contribute to regular supervision sessions and team meetings. * Carry out the duties of the post with regard to COVEY policies and procedures and a clear understanding of COVEY policy on Adult/Child Protection * Participation in Continuous Personal Development with a view to developing and maintaining the required skills for working with adults with complex needs and volunteers * Undertake any other duties as reasonably requested by the Lead Coordinator. |

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

