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

###### COVEY BEFRIENDING – Support Worker

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| **£19,987 - £23,575 Dependent on qualifications and experience** |
| **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.
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| **Skills/Competencies** |
| * Experience in working with families experiencing difficulties
* Excellent verbal and written communication skills
* Competent in use of IT- Word/Access/Excel
* Able to quickly establish rapport and trusting relationships with 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
* Strong interpersonal skills with a professional approach
* Have an understanding of, and commitment to the promotion of equal opportunities policies and practice
* 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.
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| **Other Requirements** |
| * Has a relevant qualification or motivated to and/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 of post |
| * To deliver a range of targeted support to families who are experiencing difficulties;
* To be responsible for supporting parents ensuring that all agreed outcomes are met for the families and young people, helping them identify their strengths and achieve their goals;
* Supporting parents to make positive choices for their family and continue with those choices;
* To ensure effective team working through living out the COVEY values of Commitment, Passion, Respect, Openness and Innovation.
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| **Role and Responsibilities** |
| * Responsible to work closely with the COVEY Lead Coordinator and the team to ensure all outcomes are met;
* Co create a plan with families to help them identify their goals and help them with immediate crises or challenges that impact on their health and wellbeing;
* Help identify the most suitable support for each family which could also include one to one work with the children in the family;
* Agree goals for the whole family with each parent/carer and work with them to develop strategies to achieve these;
* Prepare a written action plan for each family which should be followed and adhered to as closely as possible.
* Respond flexibly to the needs of the family with weekly contact where agreed;
* Provide information and support to parents, signposting them to specialist advice and services where appropriate;
* Liaising with statutory, voluntary agencies/ projects locally for sources of help for families involved with Family Support;
* Support parents/carers and young people to access or be referred to other appropriate services;
* Undertake designated responsibilities to safeguard and promote the welfare of the whole family;
* Maintain family records and database;
* Attend and contribute to staff meetings keeping the team informed and aware of issues;
* Attend joint meetings with or on behalf of families, as agreed with line manager e.g. pupil support groups, case conferences, children’s hearings, GP visits;
* 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 work preparing reports where required;
* Work as part of a team contributing to the smooth and effective running of the project and the work of the wider organization;
* 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 and young people with complex needs;
* Undertake any other duties as reasonably requested by the Lead Coordinator.
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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.

