

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Home-Start Glasgow North and North Lanarkshire Job Description

Job Title:	Group Worker (North Lanarkshire)
Employer:	Home-Start Glasgow North and North Lanarkshire
Location:	North Lanarkshire
Salary:	£21,280- £22,467 (pro-rata) - Starting salary dependant on relevant experience
Hours of work:	20 hours/week
Responsible to:	Senior Family Support Coordinator

Purposes of the job

To plan and facilitate (in conjunction with staff, volunteers and facilitators, where appropriate) small, family group sessions for parents and their young children in communities across North Lanarkshire.

Key responsibilities:

Supporting families through groups

- Work in close cooperation with all staff at HSGN&NL and/or as directed by the Senior Family Support Coordinator
- Ensure equality of opportunity, fairness and diversity in all aspects of work
- Work in partnership with other family support agencies, as appropriate
- To plan and deliver family group sessions in communities (with support from volunteers)
- Assist with the planning and delivery of family outings and events
- To assist with coordination of facilitators/sessional workers for topic-based sessions, eg Oral Health, Bookbug, Health Improvement Team
- To welcome all parents/carers to the family group, recognising the importance of their role as the prime educators of their children
- To encourage the active participation of parents/carers in their child's play and other activities as appropriate
- To be aware of group dynamics ensuring the groups provide a non-judgemental environment for children and their parent/carer
- To provide a safe, stimulating environment for children and their parent/carer

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- To be vigilant about the upkeep of equipment ensuring good standards of safety and hygiene are followed
- To make observations, record and report on children's development
- To provide opportunities for external agencies to offer advice/information to families
- Ensure suitable resources available for all families, eg culturally diverse, ASN
- To promote the use of suitable toys, books and activities and encourage the use of local resources, eg Toy Library, Library and Children & Family Centres
- To complete a risk assessment prior to each session/outing
- To keep a register at each session detailing names of all those attending, including visitors/speakers with an evaluation of each speaker
- Guide and support volunteers attending group sessions
- To record any accidents/incidents in the Accident or Incident Book and report as appropriate
- To respond, record and report appropriately all Safeguarding Children/Child Protection issues
- To promote the work of Home-Start Glasgow North and North Lanarkshire with referrers

Working in Partnership

- Network within the community; develop strong working relationships with partner organisations to ensure our service is effective and inclusive. Use these networks to help promote Home-Start's groups and services
- Develop partnerships with other services to provide opportunities for external agencies to offer advice/information to families within the group setting, and support families to increase their connections in the local community
- Ensure appropriate liaison with referrers and other professionals

Monitoring, evaluation and service development

- Maintain systems for monitoring and evaluation of group sessions
- Work with the Group Co-ordinator and Senior Management Team to inform the development of new monitoring or evaluation systems as needed
- Keep an attendance register at each session including parents, children, visitors/speakers
- Collect attendee evaluations and appraise groups as required
- To make observations, record and report on children's development
- Input information into HSGN&NL's CRM database – Charitylog

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- Promote services and opportunities on social media platforms, eg Facebook, Twitter
- Contribute to written and verbal reports to other agencies and for funders using Microsoft packages
- Contribute to and support the development of the Home-Start network locally, regionally, and nationally, by sharing your practice, participating in peer support groups, and engaging with our national network through our intranet or events

This role will require travel throughout North Lanarkshire so a driving licence and access to a car is essential. There may be occasional evening and weekend work.

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

This job description reflects the major tasks to be carried out by the postholder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing scheme needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the postholder.