



Job Description: Family Support Worker x 3: Lanarkshire Service

Post: Family Support Worker
Hours: 35 hours per week however part time hours will be considered
Salary: Point 13-17: £23,218 - £28,379
Location: Based at OPFS Lanarkshire Office

Role and Responsibilities

The Family Support Worker will be responsible to the Lanarkshire Project Manager and will assist and support the development and delivery of the Family Support Service through effective engagement and working directly with single parent families. The role will include the provision of family support activities, delivery of Health and Well-being group work and personal and social development training sessions. Supporting families to better manage their family finances through gaining equal access to the services and resources available within their local area.

Key Tasks

- **Family Support:** Deliver a range of 1:1 interventions, supporting single parent families to improve their levels of family health and wellbeing, build positive family relationships, reduce feelings of isolation and loneliness, increase resilience, and improve outcomes for disadvantaged single parent families.
- **Group work and training:** Design, develop and deliver a range of Peer Support, Group Work Sessions, Health and Well-being Programmes and support single parents to better manage their family budget through their access to welfare rights, crisis support and local resources and services.
- **Partnership Working:** Develop and maintain good working relationships with agencies, organisations, and community networks, contribute to local partnership working with the aim of creating new opportunities for single parent families.
- **Advice and Information:** Provide practical information, advice and guidance to single parents who need additional support and refer to OPFS internal services and external agencies where appropriate.
- **Record Keeping and Evaluation:** Document comprehensive contacts with parents and develop monitoring / evaluation frameworks to evaluate the effectiveness of the service ensuring the aims and outcomes of the services are being met.
- **Reporting, targets, and outcomes:** Ensure project outcomes and targets are met in-line with funding application and submit comprehensive reports to the Project Manager on all areas of work you are responsible for.

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time

Personal specifications

Essential:

- **Qualifications:** Qualified to HNC level or equivalent relevant experience within this field of work.
- **Single Parents:** Awareness of barriers faced by single parents and an understanding of the ways of addressing these.
- **Group Work and Training:** Experience of organising and delivering a wide range of group work and training programmes including Health and Wellbeing, Motivation, Personal Development and Building Resilience.
- **IT:** Competent in word processing, spreadsheets, use of databases, email and online platforms including Zoom and MS Teams.
- **Initiative:** Ability to work independently to an agreed plan of work.
- **Communication Skills:** A good standard of written and oral communication and ability to compile comprehensive reports for funders.
- **Organisational Skills:** strong organisational skills & team player.
- **Driving License:** A clean driving licence and access to a vehicle.

Desirable:

- **Services for families:** Knowledge or experience of services for single parents and their children.
- **Personal Qualities:** friendly & personable manner, flexible approach to carry out duties.

Terms and conditions

1. **Period of appointment:** Fixed term contract until 31st March 2023 with the possibility of extending (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, references, and receipt of a satisfactory disclosure check.
2. **Salary:** Points 13 -17 £23,218 – £28,379
3. **Hours of work:** 35 hours per week and flexible to meet the needs of the service. (part-time hours may be considered)
4. **Holidays:** Annual leave entitlement is 25 days and 12 public holidays (Pro-rata).
5. **Pension:** You will be auto enrolled from your start date. OPFS pays 7% of your salary and you pay a minimum of 3%.
6. **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals and attend regular team meeting. OPFS is committed to the development of its staff through internal training and access to external training.
7. **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People status and Living Wage accreditation.

Recruitment Timetable

If you are interested in working with One Parent Families Scotland, please download your application form from our website www.opfs.org.uk and email your completed application form to



jobs@opfs.org.uk Please contact info@opfs.org.uk 0131 556 3899 if you require a paper application form.

Please note that we are promoting this vacancy until 5th August 2022. Interviews will take place on a weekly basis throughout July and August 2022.