

JOB DESCRIPTION



Role: Family Support Worker

Line Manager: Senior Co-ordinator

Direct Reports: None

Hours of Work: 17.5 hours per week (Part time)

Location: Office is located at Duncan Place Community Hub, Edinburgh

This is a position that will support families with at least one child under the age of 5 from diverse communities in Edinburgh, within the national Home-Start framework.

The Family Support Worker will help families to achieve the goals they establish at initial assessments and reviews through coordinated support, linking with the Volunteer Home Visiting model that is central to our work as well as liaising with other third sector, health, and education colleagues.

This role is funded by Capital City Partnership as part of the Parental Employment Support Fund and therefore has a focus on supporting families' education, employment and training options.

Main Responsibilities

1. Support for Families

- Support the referral process including liaising with referrers and undertaking initial assessments of families' needs
- Provide support to families either in their home or in the community that provides choice
- Ensure support to families is reviewed at regular intervals and at the end of Home-Start support
- Liaise with other service providers to ensure families receive timely and appropriate supports
- Respond flexibly to families' needs, delivering services either via 1:1 support or through group work
- Undertake designated responsibilities for safeguarding and promoting children's welfare
- Provide open, encouraging support to families that supports them in meeting their own goals
- Work to address the drivers of child poverty by supporting families into training, education, volunteering and paid employment alongside key partners
- Attend support and supervision to monitor workload, reflect on work with families and identify learning opportunities
- Engage in learning opportunities to develop knowledge, confidence and skill in supporting families

2. Supporting the Work of the Organisation

- Promote Home-Start Edinburgh at events
- Network appropriately within the community to ensure knowledge of supports available to families
- Undertake joint work with other Home-Start schemes and partner agencies to promote our organisation
- Support the review and implementation of all Home-Start's policies and procedures
- Contribute to the development of Home-Start regionally and nationally

3. Working as part of a team

- Working with the Manager to deliver the operational plan each year
- Contributing to the effective day to day management
- Attend team meetings and planning days
- Work flexibly with colleagues to provide a joined up and consistent service

4. Administration

- Utilise systems such as our own database CharityLog to keep accurate records
- Contribute to the monitoring and evaluation of the service

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

The post holder will need to evidence right to work in the UK.

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

The post holder will be required to work flexibly, with some evening or weekend work and occasional residential training. Additional time worked will be given as Time Off In Lieu (TOIL).