**Job Description for Family Support Worker**

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| **Job Title** | **Family Support Worker** |
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| **Overall Purpose of the Job:** | To work with the Voluntary Management Committee and the Coordinator to implement the Centre’s work plan and ensure the overall Parent of the Family Resource Centre |

**Key Areas of Work**

Family Support Worker

* To work with local parents/guardians in a variety of ways, including group work, individual key-working, online, and location-based work as well as outreach work (in the home).
* To provide a one-to-one, non-judgemental, confidential support to parents in line with the centre’s work-plan.
* To plan, implement and review programmes for parents based on an assessment of their individual and group needs.
* To recognise signs of physical, sexual and emotional abuse, neglect and any concerns regarding the welfare of children. To record concerns promptly and accurately. To consult with the Designated Liaison Person and take appropriate action in accordance with Northside Family Resource Centre Child Protection Policy.
* Fulfil the duties under the Children First Act 2015 (Mandated Person).
* To keep regular records in relation to all aspects of work and prepare reports as required.
* Ensure that the work of the Centre is in keeping with the aims and objectives of the Family Resource Centre Programme.
* Encourage families to engage in services provided by other local groups and external agencies and advocate on their behalf.
* Work with the relevant statutory and voluntary agencies and facilitate inter-agency co-operation.
* To work in partnership with other services within Northside FRC to best meet the needs of children and families.
* Take an active role in the promotion and delivery of Meitheal for children and families in the catchment area.
* Identify factors leading to disadvantage in the area and work with the Voluntary Board of Directors and the Co-ordinator to raise awareness of these issues.
* Work closely with the Co-ordinator to promote and support local voluntary and community activities that benefit the target groups of the Centre and address disadvantage and inequalities.

**General**

* All work activities and duties to be developed within the context of Covid-19
* Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Board of Directors and the CEO.
* Participate in all relevant training.
* Any other tasks that may be assigned by the Co-ordinator/CEO

**Other Relevant Information**

**Hours of Work**

* The post will be full-time – 35 hours per week.
* The Family Support Worker will be expected to be flexible about hours of work which will include morning; afternoon; evening and weekend work. Where working over is required overtime will not be paid but time-off-in-lieu will be granted.
* A ten-month probation period will apply.
* Flexibility regarding the location of work is required across our services.

**Accountability**

The Family Support Worker will be responsible to the Voluntary Management Committee through the Coordinator of King’s Island Créche and to the CEO.

**Confidentiality**

The Family Support Worker will always observe confidentiality in relation to Centre business.

**Salary**

The salary will be commensurate with qualifications and experience and will not be less than €33,200 per annum pro rata and is subject to continued funding.

**Pension**

The Company will make a provision for pension, at the rate of double your contribution and subject to a maximum of five percent of the gross salary, subject to funding.

**Holidays**

You are entitled to twenty-five days annual leave (pro-rata for part-time positions)

**Travel Expenses**

Travel expenses will be paid, and subsistence will be paid on production of receipts as per travel expense policy.**Person Specification.**

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| **Job Title:** | **Family Support Worker** | | |
| **Name of Employer:** | **Northside** **Family Resource Centre** | | |
|  | This Person Specification is a description of the skills, knowledge and experience required for the position of Family Support Worker with Northside Family Resource Centre | | |
| **Essential** | |  | **Desirable** | |
| * A relevant academic / educational qualification (minimum level 7 in Family Support or related field) * 3 Year post qualification experience of working with vulnerable families. * Experience of working in partnership with families and carers. * Experience and skills in group facilitation * Knowledge and experience of the community and voluntary sector * Experience of team working and collaborating with other professionals. * Experience of providing information and support to individuals and groups * Experience and skills in writing effective reports * Computer skills and knowledge of computer packages * Excellent communication and presentation skills * Full driving licence and access to own transport | |  | * A relevant level 9 academic / educational qualification or higher (family support or related field) * Experience in facilitating parent programmes such as Incredible Years, Parents Plus, Circles of Security and/ or Baby Massage/reflexology * Knowledge and experience of the Family and Community Services Resource Centre Programme * Experience of planning, implementing, and reviewing programmes. * Networking skills and ability to work with a range of voluntary and statutory agencies. | |

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**IMPORTANT NOTES ABOUT APPLICATION FOR THIS POSITION:**

**PLEASE DO NOT SEND A CV.**

**TO APPLY FOR THIS POSITION PLEASE GO TO🡪**  [www.northsidefrc.ie/vacancies](http://www.northsidefrc.ie/vacancies) to download the application form. Return all completed application forms through the website vacancies Hirelocker portal.