

Job Title

Family Support Worker - Parenting When Separated

Overall Purpose of the Job:

To work with the Midwest & Northwest FRC Fora in rolling out the Parenting When Separated Project and ensuring the overall development of the Project nationally.

Background:

Northside Family Resource Centre, since its establishment in 1987, has sought to respond to the needs of the community by providing opportunities to local people to support each other and search for ways to improve the quality of life in the area.

In 2019, Northside FRC initiated the Parenting When Separated Project in response to a demand from key stakeholders. The Project has grown and expanded across the Midwest FRC Region in partnership with Parents Plus.

We are now progressing onto the next phase of the project where we have partnered with the Northwest FRC Forum to expand the project. The role of the Family Support Worker is to support parents going through a separation with a focus on the child. The Worker will be responsible for piloting the project in the Northwest FRC Region modelled on the successes in the Midwest FRC Region. Additionally, the worker will take responsibility for the assessment of needs; referrals to appropriate services; mentoring parenting when separated facilitators; planning and organising programmes; building relationships with key referral agents and other essential stakeholders.

The successful candidate will be employed by Northside Family Resource Centre and hosted by a FRC in the Northwest Region. The Worker will receive guidance on duties from the Project Lead and will report to the CEO through the Coordinator of Community and Family Services.

This post is ideal for someone already working in the field parttime who would be interested in the Project.

Job Description for Family Support Worker

Key Areas of Work

- To liaise and network with key stakeholders, establishing the Parenting When Separated Project in the Northwest.
- Promote and champion the Project.

- Recruit Parents; conduct assessments of needs; refer to appropriate services and provide information and advice as required. Provide a one-to-one, non-judgemental, confidential support to parents in line with the Centre's work-plan.
- Recruit, train, and support a bank of Parenting When Separated Facilitators from across the Northwest.
- Organise rolling programmes to meet demand in line with the parameters laid down by Parents Plus.
- Collect high quality data; prepare a variety of reports and complete any necessary funding applications.
- 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).
- Ensure that the work of the Project 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 FRCs to best meet the needs of children and families.
- Take an active role in the promotion of Meitheal for children and families.

General

- All work activities and duties to be developed within the context of any public health guidance.
- 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 Project Lead/Coordinator/CEO

Other Relevant Information

Hours of Work

- The post will be part-time –10 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 six-month probation period will apply.
- Flexibility regarding the location of work is required.

Accountability

The Family Support Worker will be responsible to the Voluntary Management Committee through the Project Lead and Coordinator of Community and Family Services.

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 €35,700 per annum pro rata based on a 39-hour week (€9,154). The contract is for a fixed purpose for 12 months only. Weekly and Monthly pay frequency option available.

Pension

The necessary PRSA arrangements will be made for the 1st 12 months.

Holidays

You are entitled to twenty-five days annual leave (pro-rata for part-time positions) with 2 additional privilege days (Christmas Eve and Good Friday)

Travel Expenses

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

Person Specification

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

- A relevant academic / educational qualification (minimum level 7 in Family Support, Social Work, or related field)
- Experience and skills in group facilitation.
- Experience in facilitating parent programmes such as Parents Plus, Incredible Years Circles of Security.
- 3 Year post qualification experience of working with vulnerable families.
- Experience of working in partnership with families and carers.
- Experience of providing information and support to individuals and groups
- Computer skills and knowledge of computer packages
- Excellent communication and presentation skills

Desirable

- A relevant level 9 academic / educational qualification or higher (family support or related field)
- Experience in the delivery of Parents Plus Parenting When Separated.
- Experience of planning, implementing, and reviewing programmes.
- Knowledge and experience of the community and voluntary sector
- Experience of team working and collaborating with other professionals.
- Experience and skills in writing effective reports.
- Experience of completing successful funding applications.
- Full driving licence and access to own transport

IMPORTANT NOTES ABOUT APPLICATION FOR THIS POSITION:

TO APPLY FOR THIS POSITION PLEASE GO TO www.northsidefrc.ie/vacancies or www.activelink.ie to download the application form. Return all completed application forms to recruitment@northsidefrc.ie All informal queries can be directed to Ciara Kane, CEO – ciarakane@northsidefrc.ie or 061 326623.