



JOB DESCRIPTION

Job Title: Family Support Co-ordinator
Location: The Micah Centre, 149a My Lady's Road, Belfast, BT6 8FE
Reports to: Development Manager

Job Purpose Summary: To support parents within their homes or in the community by providing practical support, advice and guidance. Some work may be undertaken with small groups of parents or as part of a drop-in service. Aspects of family support will include practical day to day family issues, crisis interventions, healthcare, child development, child protection, young parent support, domestic violence issues.

KEY DUTIES AND RESPONSIBILITIES

1. Setting up a suitable action plan for providing support to local families in the Woodstock/ Willowfield and surrounding areas of each Belfast, in consultation with SureStart, GP surgeries, Family Hub, local community networks and other WPCA staff and volunteers
2. To implement this action plan with the Family Support Worker and the multi-disciplinary WPCA Team, ensuring the action plan is regularly evaluated and updated
3. As part of the multi-agency team, develop a service within the WPCA catchment area that empowers parents to parent effectively
4. Build appropriate networks that will enable you to work closely with colleagues and other professionals including social workers, health visitors, youth offending team, child protection workers and other such voluntary and statutory organisations to prevent family breakdown
5. Ensure that parent and child's confidentiality is maintained at all times and work within the WPCA policy on child protection
6. Support parents to assess their current skills and consider further training to enter the job market, including signposting them to appropriate agencies.
7. Support parents in meeting with other agencies (schools, housing, health, social care)
8. Promote healthy lifestyle issues including breast feeding, smoking cessation, healthy eating (including targeting childhood obesity), active lifestyle, oral hygiene etc, liaise and work with other agencies such as Health Promotions as and where necessary
9. Work in partnership with parents to support them with practical tasks. These could include:
 - i. Completing forms
 - ii. Making appointments for advice
 - iii. Advice / demonstration on preparing meals
 - iv. Encouraging parents with strategies for supporting their children in education
 - v. Accompanying parents to appointments
10. Organise a range of health and community relations events over the course of the year
11. Undertake training identified by management, attend staff meetings and development events
12. Adhere to the policies and procedures of WPCA, strictly observing health and safety regulations and the WPCA policy on Child Protection
13. To manage and support the Family Support Worker in achieving and delivering the action plan.
14. To undertake any other duties commensurate with the post as may be decided in discussion with management.



Person Specification

Job Title: Family Support Co-ordinator

Minimum Essential Requirements

- Either a Degree or NVQ level 5/ OCN level 5 in Childcare, Children's Social Care, Health or equivalent.
- Experience either of working for at least 3 years in a Family Support, general health or social care setting or within other areas of community development projects, and with experience of home visits.
- Experience of leading group work with families.
- Excellent communication skills and experience in listening/ counselling/ advocacy with vulnerable people.
- Good organisational and record keeping skills and experience in report writing for funders, achieving set targets.
- In-depth knowledge of the issues facing families in the WPCA catchment area.
- Knowledge of the statutory and voluntary services that will assist with providing family support.
- Ability to work independently (organising time effectively) and as part of a multi-disciplinary team.
- Willingness to undertake relevant training for personal and professional development.
- Willingness to own and work within the Christian ethos of WPCA.

Conditions of Service

Job Title: Family Support Co-ordinator

Responsible to: Development Manager

Salary: £21,525 per annum (pro-rata)

DURATION: part-time – up to 31 March 2018, but further funding permitting the intention is that the project will continue long term

WORKING HOURS: 20 hrs/wk

ANNUAL LEAVE ENTITLEMENT:

6 weeks (generally taken as a week after Christmas and Easter, and 4 over the summer)

The above entitlement will be calculated pro rata depending upon hours of work.



INFORMATION FOR PROSPECTIVE EMPLOYEES

Background

Willowfield Parish Community Association was founded at the end of 2002 to address some of the profound social, emotional, physical and spiritual needs of residents in the Willowfield/ Woodstock area of East Belfast – an area classified among the most deprived in Northern Ireland. It operates in conjunction with Willowfield Church of Ireland Parish, whose initiative it was, and the Rector of the Parish chairs the management committee. In 2007 we opened the Micah Centre, a purpose-built facility to house the various programmes and activities that we run. We currently work with the following, identified as a result of needs analysis, and surveys conducted with local residents: the elderly, teenagers, children, unemployed adults, local families and those struggling with poverty and deprivation.

Ethos

WPCA has a Christian ethos and that informs the way staff fulfill their roles, how we relate to one another, how we relate to the organisations and individuals with whom we work, and how we relate to those we seek to help and serve. Our ethos emerges from a desire and motivation to express Christ's love to all people.

While WPCA is motivated by the Christian faith, we seek to be accessible to people of all faiths or none. We are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

Growth

Since its inception, WPCA has seen continual growth. Because of this there is a culture of regular change and development within the organization, and we aim to continually evaluate and monitor the effectiveness of what we do, so that we ensure that we develop appropriately and respond to the changing needs of our community. This makes for an exciting, dynamic (and sometimes very busy) place to work.

Please note that in order to comply with our Child Protection Policy we will require an employee to undertake a Criminal Records Bureau Disclosure if their role or assistance at one of our programmes brings the employee into regular contact with children.