**ABBEY Sure Start **

**Temporary Family Support Worker M/01**

**Post:** Family Support Worker

**Hours:**  25hrs per week

**Salary:** £20,006.48 Pro rata

**Responsible to:** Project Manager

**Reporting to:** Family Support Manager

**JOB DESCRIPTION**

The role of a family support worker is to befriend and provide emotional and practical support to parents of pre-school children, living within the defined ABBEY Sure Start area, in their role as carers and primary educators of their children and to encourage the parents to become involved in community activities and personal development.

The Family Support Worker will provide support through home visiting and will also facilitate a range of programmes.

**PRINCIPLE DUTIES**

1. To develop an understanding of the Sure Start ethos and to respect, be sensitive to and supportive of parents and children and other partners involved in the project
2. To contribute to developing and implementing a programme of activities that respond to the needs of our client group.
3. To carry out planned home visits to families, providing intensive support, for a time limited period.
4. To support parents to understand their role in enhancing their child’s development.
5. To provide information to individuals or groups, in an accessible and user friendly way.
6. To promote all ABBEY Sure Start services to families within your area.
7. To encourage parents to engage in personal development and other ABBEY Sure Start programmes.
8. To refer parents to appropriate relevant statutory and voluntary agencies if required.
9. To develop close working relationships with the local community, voluntary and statutory services.
10. To undertake necessary induction and ongoing training required for the post.
11. To resource appropriate materials as requested by the Family and Community Liaison Co-Ordinator.
12. To work closely as a member of the ABBEY Sure Start team and where appropriate support all partner agencies.
13. In consultation with your line manager - maintain ongoing evaluation and reviews of service provision.
14. To maintain accurate records detailing all contact with families, as required.
15. To assist in the provision of crèche facilities as required.
16. To ensure all services are operated in line with ABBEY Sure Start monitoring and evaluation systemsTo carry out any other duties as deemed necessary by the Management Team.

**PERSON SPECIFICATION**

**Essential Criteria**

**Qualifications and experience**

* QCF level 3 in Early Years Care and Education or equivalent with a minimum of one year’s experience of working in a community or voluntary environment with families who have children in their early years.
* Experience of providing intensive support to individual families, with young children, through home visiting.
* Experience delivering programmes to families.
* Must be able to organise and complete tasks and projects using software programs such as Microsoft Word, Excel and Microsoft Outlook
* Valid Driver’s licence and access to a car

**Or**

* 3 years’ experience of working in a community or voluntary environment with families and children in their early years.
* Experience of providing intensive support to individual families, with young children, through home visiting.
* Experience delivering programmes to families.
* Be able to organise and complete casks and projects using software programs such as Microsoft Word, Excel and Microsoft Outlook
* Valid Driver’s licence and access to a car

**It is essential that the person meets the travel requirements of this post.**

**Knowledge and understanding**

* Knowledge and understanding of child development
* To be aware of and understand Child Protection guidelines.

**Skills and abilities**

* Ability to demonstrate an understanding of the needs of young children and families.
* Good listening and communication skills.
* Ability to build positive relationships with families.
* It is essential that the person meets the travel requirements of this post.  It will involve travelling within the ABBEY Sure Start area and beyond.

 **Please note that the ABBEY Sure Start operates a “No Smoking Policy” and all employees must comply with this.**

ABBEY Sure Start is an Equal Opportunities employer.  It is expected that all employees adhere to ABBEY Sure Start Equal Opportunities policy throughout the duration of their employment.

***The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs.  It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.***