## JOB DESCRIPTION

### PERINATAL CO-ORDINATOR

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Perinatal Co-ordinator</th>
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<tbody>
<tr>
<td>GRADE:</td>
<td>3 - £25,641 to £28,138 Pro rata</td>
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<tr>
<td>HOURS:</td>
<td>30 hours a week</td>
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<td>CONTRACT:</td>
<td>Fixed Term to September 2017.</td>
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<tr>
<td>LOCATION</td>
<td>Group 4 Children’s Centres Manchester: Newton Heath Miles Platting and Ancoats</td>
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<td>RESPONSIBLE TO</td>
<td>Operational Manager Family Action Manchester</td>
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### JOB FUNCTION

To take the lead role in providing a new perinatal support service for Group 4 Children’s Centres in Manchester. The service is an early intervention, low intensity service for those with low level (mild to moderate) diagnosed mental health issues or who are at risk of developing mental health issues in the perinatal period.

### PRINCIPLE ACCOUNTABILITIES:

1. To establish and maintain a referral system, assess referred parents at home (including completing evaluation questionnaire’s) and manage the transition of appropriate referrals into the service working closely with Midwives and the Health Visiting Team.

2. To develop a professional relationship with referred parents and provide home support during the ante and postnatal periods.

3. To support new parents to understand the emotional needs of their infants and promote secure attachment for the child.

4. To facilitate drop in support for referred parents and their babies.
5. To recruit volunteers and to organise and deliver volunteer befriender training, using experts by experience.

6. To match trained befrienders to women and provide regular supervision.

7. To work with health services to organise workshops covering topics such as breastfeeding, baby massage sessions and other activities to promote bonding.

8. To establish and maintain effective liaison with statutory and voluntary mental health services, attending relevant meetings as necessary, to help ensure users receive coordinated help and support including the use of the Early Help process.

9. To manage the project budget for the year.

10. To establish and maintain systems for statistical monitoring and to provide data to Funders and Family Action, implementing revisions to the service specifications as required.

11. To implement the principles of Family Action’s Equal Opportunities Policy in every aspect of their work and positively promote the principles of the policy amongst colleagues, service users and other members of the community.

12. To comply with Family Action’s Health and Safety Policy, Data Protection Policy and to protect the health, safety and welfare of themselves and others.

13. To work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.

14. To identify appropriate methods of disseminating information about the project e.g. through producing reports and facilitating/contributing to workshops/seminars.

15. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action’s procedures for promoting and safeguarding the welfare of children and vulnerable adults.
1. An appropriate social care, early years or health qualification e.g. social work, nursing, health visiting, counselling/family therapy (Diploma or above) or equivalent.

2. Ability to plan and deliver an agreed programme of support for vulnerable ‘parents to be’ and new parents that promotes attachment to the child and develops parenting skills.

3. An understanding of how mental health issues can affect relationships in a family setting.

4. An understanding of child and adult Safeguarding issues, an ability to implement relevant policies and procedures.

5. A confident and professional approach to working with parents and colleagues and excellent verbal, listening and presentation skills.

6. Good IT and numeracy skills and an ability to use budgets and monitor expenditure.

7. A good level of knowledge about the services available and professionals working with ‘parents to be’ and new parents, and an ability to contribute Early Help.

8. Experience of training, supervising, motivating and developing volunteers or staff.

9. Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision and as part of wider Family Action teams.

10. Excellent assessment, planning and record keeping skills.

11. Knowledge of health and safety issues and an ability to take responsibility for the health, physical well-being and safety of the adults and children attending the service.

12. A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.

13. Full driving license and access to vehicle for work purposes