

Job Description

Job Title: Perinatal Support Coordinator (Maternity Cover)

Service: North Derbyshire Perinatal Support Service

Grade: Family Action Grade 3 points 20-23

Location: Based in Chesterfield, Derbyshire

Responsible to: Project Manager

Hours: 37 hours per week

Job Function: To take the lead role in providing a Family Action Perinatal Support Service. The post holder will be responsible for the recruitment, support and training of volunteer befrienders, line manage an assessment and engagement worker and oversee the referral process. In addition they will co facilitate small group work programmes and carry a small caseload.

Principle Accountabilities

1. To recruit, support and train a team of volunteer befrienders.
2. To match trained befrienders to women with mild to moderate mental health needs and provide regular supervision.
3. To support new parents to understand the emotional needs of their infants and promote secure attachment for the child.
4. To establish, manage and maintain the service referral system and to allocate referrals as appropriate.
5. To facilitate drop in support for referred parents and their babies.
6. To line manage an assessment and engagement worker.
7. To give advice and support to paid staff and volunteers where there are safeguarding issues and ensure safeguarding procedures are followed.
8. To co facilitate small groups which promote attachment, emotional and mental well being and /or approaches to parenting.
9. 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 CAF.
10. To maintain systems for statistical monitoring and provide data to Funders and Family Action in partnership with the Project Manager, 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 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.
14. To work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services

Person Specification

Essential

1. Qualified to degree level and /or NVQ level 3 and an appropriate social care, early years or health qualification e.g. social work, nursing, health visiting 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. A sound working knowledge of child and adult Safeguarding issues in a multi agency arena; an ability to oversee the implementation of safeguarding 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.
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 to the multi-disciplinary CAF.
8. Experience of recruiting, training, supervising, and developing volunteers and/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. To uphold Family Action Values and Leadership behaviours.
14. Full driving license and access to vehicle for work purposes.

Desirable

1. Training in one of these evidence based approaches; Solihill, PEEP, Theraplay or Mellow Babies.