

JOB DESCRIPTION

PERINATAL SUPPORT COORDINATOR

GRADE: Family Action Grade 3 points 20-23

LOCATION: Bradford

RESPONSIBLE TO: Perinatal Service Manager

HOURS: 37 hours per week /22.2 hours per week

JOB FUNCTION: To take the lead role in providing a Family Action Perinatal Support Service. 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, oversee the assessment of parents at home and manage the transition of appropriate referrals into the service.
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 an outcomes led assessment of the needs of parents with perinatal mental health issues and then help them access the right part of the service.
5. To refer parents into and establish support with more appropriate partner agencies during the assessment period if ineligible for the perinatal support service.
6. To recruit a team of volunteers and to organise and deliver volunteer befriender training.
7. To match trained bfrienders to women and provide regular supervision.
8. To support the delivery of evidenced based group work with parents and their infants as needed.
9. To work with health services to organise workshops covering topics such as breastfeeding, baby massage sessions and other activities to promote bonding.
10. 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.

11. To maintain systems for statistical monitoring and to provide data to Funders and Family Action in partnership with the Peri Natal Service Manager implementing revisions to the service specifications as required.
12. 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.
13. 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.
14. To work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.
15. To identify appropriate methods of disseminating information about the project e.g. through producing reports and facilitating/contributing to workshops/seminars.
16. 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.
17. 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

PERINATAL SUPPORT COORDINATOR

Essential

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. 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 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 to the multi-disciplinary CAF.
8. Experience of training, supervising, motivating 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.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - e) Being **people** focused
 - f) Reflecting a '**can do**' approach
 - g) Striving for **excellence** in everything we do
 - h) Having **mutual respect** for everyone we work with, work for and support through our services

Desirable

1. Training in Theraplay group work.
2. To be able to speak one or more of the following languages Urdu, Punjabi, Slovakian and Polish