

## Job Description

<b><u>Job title:</u></b>	Group Facilitator
<b><u>Location:</u></b>	Leeds (base to be agreed)
<b><u>Hours:</u></b>	18.5 hours per week
<b><u>Grade:</u></b>	Grade 2 point 16 – 19 (£11,533.5 -£12,704 per annum, £23,067 - £25,408 FTE)
<b><u>Service:</u></b>	Leeds Integrated Family Support Service
<b><u>Reports to:</u></b>	Senior Practitioner

### **Main purpose:**

Providing therapeutic group support service for parents and carers, with children under 5, delivering evidence based parent programmes to improve the parent/child relationships, the social, emotional and physical development of the children and the economic well-being of the family.

### **Principal Accountabilities:**

1. To deliver a range of groups, sessions and interventions based on evidence based practice, to facilitate parents' understanding and awareness of their children's emotional, social and physical needs and improve their parenting skills
2. To adopt a Co-production approach to the establishment of the groups, sessions and interventions
3. To contribute to the evaluation and monitoring of interventions and contribute to regular audits to maintain high standards of service delivery.
4. To ensure the safety, well being and healthy development of children is prioritised through effective observation and assessments and by following Family Action Safeguarding procedures and guidelines.
5. To support coordinated care and support for parents through liaison with Health, Social Services, Education and other statutory and voluntary agencies, attending relevant meetings as necessary.
6. To keep records of your work and adhere to confidentiality, information sharing protocols and provide monitoring information to Health (CAMHS) and Family Action as required.
7. To work closely in partnership with other relevant agencies, including health, education and children's and adults social services, and assist service users to access, build and maintain effective relationships with them.

8. To promote and ensure compliance with Family Action Equal Opportunities policies, to value diversity and find innovative and creative ways of engaging with all sections of the local community.
9. To ensure the wishes of children and young people remain paramount. To identify and monitor closely any child protection issues and to notify management of any concerns immediately.
10. To keep service user records, write reports and ensure that this information is kept on file and passed on to appropriate people.
11. To participate actively in regular case reviews and in the evaluation of the service.
12. To provide information to service users about the range of services provided by Family Action and actively encourage feedback.
13. 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
14. 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.
15. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
16. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
18. To work flexibly within the North Team where necessary, appropriate and feasible

## Person Specification

1. A health, childcare, social care, counselling or other relevant professional or academic qualification that is relevant to child development and attachment theory.
2. Recognised training qualification (eg City and Guilds 7307, PTTs)
3. Training in and significant experience of delivering evidence parenting interventions
4. Knowledge and understanding of a range of evidence based parenting interventions such as
  - Triple P
  - Parenting Assessment Triangle
  - Stages of change model
  - Attachment theory
  - Asset based encouragement
  - Solihull Approach
  - Mellow Parenting
5. An understanding of the challenges of parenting and experience of providing sensitive, non-judgmental support for parents
6. Ability to work collaboratively to engage hard to reach parents
7. An excellent understanding and awareness of the impact of disadvantage and social exclusion and a commitment to promoting inclusion and equality of opportunity for all.
8. Experience of establishing and sustaining a broad range of professional partnerships and engaging, as well as consulting, with service users and stakeholders through effective collaboration and communication skills.
9. Ability to employ co-production approaches to the design and delivery of services
10. A good level of knowledge about the service and professionals working with families with children under 5.

11. Excellent organizational and time management skills
12. Excellent assessment, planning and record keeping skills.
13. An understanding of Safeguarding issues and the ability to implement relevant policies and procedures
14. Knowledge of the principles of 'Early Help Assessments' and the coordination of planning and delivery of children's services.
15. Knowledge of health and safety and the ability to take responsibility for the health, physical well-being and safety of self and service users
16. 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