

JOB DESCRIPTION

Job title: Lead Project Worker

Service: Small Steps Support Service

Salary: Grade 2 Point 16 – 19

Hours: 37 hours per week

Location: Medway, Kent

Responsible to: Project Coordinator

Function:

To provide a range of practical and emotional support to families accessing the Small Steps Service across Medway, in Kent. To hold a caseload of up to 20 families. To assess the needs of children and young people & their families. To provide individual and whole family support interventions through home-based visits, targeted workshops and wellbeing group work. To deliver support services virtually and through direct face-to-face work. To work with children, young people, and their families holistically, adopting a multi-agency approach to ensure they receive the best care pre and post diagnosis. To deputise for the Project Coordinator in her absence.

Summary of job:

Family Action 'Small Steps' is a service providing early support and evidence-based interventions to families of children and young people displaying behaviours that cause concern or challenge or with a diagnosis of ASD or ADHD. The post holder will share and embrace Medway's vision for the children and young people, to ensure they are 'Thriving', 'Healthy' and 'Learning Well'. The Lead Project Worker will assist for the Project Coordinator and other team members in the development of the Small Steps Pilot in Medway. The post holder will take a senior role within the team and deputise for the Project Coordinator in their absence. This service will deliver across three main elements: Drop-in/peer support groups, Evidenced Based parenting programmes & workshops, and family support.

Key tasks and responsibilities:

1. To work with children pre and post diagnosis of ADHD or ASD and their families and other agencies across a range of services, to assess their support needs and draw up, implement and review support plans in line with the aims of the service.
2. To work alongside children and their parents/carers in their homes and in-group work settings, offering practical and emotional support and creative responses to their needs.
3. To plan and deliver a programme of group work, workshops and webinars to families and professionals, both in settings and virtually/online.
4. To co-deliver evidence based parenting programmes to groups of parents with pre and post diagnosis, both in settings and virtually/online.
5. To provide a home visiting service, pre and post diagnosis, to give families information about ADHD or ASD and support those accessing appropriate resources.

6. To work closely in partnership with a range of multi-agency partners including health, GP's Community Mental Health Teams, Children Social Care and other relevant agencies, including health and, education, and assist service users to access, build and maintain effective relationships with them.
7. To develop ways of fostering resilience in children and young people and help strengthen their families through individual sessions, part and whole family sessions, social and educational activities.
8. To ensure that family support is sensitive to the needs of adults whilst the needs and wishes of children remain paramount. To identify and monitor closely any child protection issues and to notify management of any concerns immediately.
9. To work collaboratively with volunteering befrienders, providing handover and support to ongoing cases.
10. To keep excellent service user records, write reports and ensure information is maintained and up to date at all times. Record all casework on Inform.
11. To actively seek the views of service users and promote and ethos of co-production throughout the service.
12. To be able to participate and contribute in planning, strategy, case conference meetings with external agencies. To support and facilitate service user involvement in case planning meetings.
13. To undertake training according to the needs of the service.
14. Adhere to Family Actions confidentiality policy and ensure that confidentiality is maintained at all times.
15. Coach, mentor and provide a level of peer supervision to volunteers or apprentice.
16. 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. Participate in supervision arrangements and team meetings as negotiated and agreed with the project coordinator.
18. To ensure the implementation of Family Action's Diversity & Equality Policy and our 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.
19. Work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.
20. 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 service

Person Specification: Lead Project Worker

Education, Qualifications and Background

1.	Degree or equivalent qualification in relevant subject, such as health, social care, education, psychology or psychotherapy.
2.	Proven experience of and ability to co-ordinate and facilitate groups addressing themes relevant to ASD/ADHA and their families. An awareness of positive behaviour management strategies for children with additional needs. An understanding of the barriers and challenges parents may face when trying to support the needs of their child with additional needs.
3.	Proven excellent assessment skills and working directly with children with SEND and their families within their homes and community settings.
4.	Excellent understanding of SEND legislation about the rights of families and the responsibilities of Local Authorities/CCGs.

Abilities and Skills

5.	Experience/willingness to supervising volunteer befrienders including providing reflective supervision, and monitoring the health and welfare of staff. Experience and willingness to deputise for the Project Coordinator in their absence.
6.	Excellent communication skills, both verbal and written. This should include the ability to keep detailed and accurate records and provide information effectively to adults and children and young people as well as a range of other professionals.
7.	Excellent understanding of ASD & ADHD, the impact of caring upon parenting and how this could be addressed via group work/intervention.
8.	Good understanding of mental health and the impact on parenting as well as the risk factors to children and young people. In addition, an excellent awareness of the impact of disadvantage and social exclusion and a commitment to promote inclusion and equality of opportunity for all.
9.	Experience of establishing and sustaining a broad range of professional partnerships and engage, as well as consult, with service users and stakeholders through effective collaboration and communication skills. Must demonstrate a knowledge of ADHD and ASD existing services in place to manage and support families affected by the condition within Medway.
10.	Knowledge and understanding of the principles of reflective practice and evaluation.
11.	Knowledge, understanding and the ability to work in accordance with local and organisational Child Protection and Safeguarding policies and procedures.
12.	Experience of collating data and providing high quality monitoring and evaluation reports.

13.	Able to evidence Family Action's values at all times, which underpin Family Action's mission of "building stranger 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.	Excellent organisational skills with the ability to prioritise workload, self-motivate and work to tight deadlines on own initiative or and lead team in doing the same.
15.	A proven ability to work flexibly, undertaking out of hours work - including mornings, weekends, evenings as required by the service.