

## **JOB DESCRIPTION**

**Job title:** Family Support Worker – Sessional

**Service:** HMP Styal Mother and Baby Unit

**Salary:** £8.91 per hour

**Hours:** Sessional post, shift work up to 8.30pm

**Location:** Wilmslow

**Responsible to:** Service Manager

### **Summary of job:**

To provide sessional Family Support Work cover and to work with the team to contribute to the overall aims:

- Provide an opportunity for mothers to actively engage with their parental responsibility within a service that will improve the outcomes for the women and the children who reside on the Mother and Baby Unit, and give the children a head start for their life back in the community.
- Improve parenting skills of the mothers which will positively impact on their role as parents of their other children and contribute towards the reduction of reoffending.
- Assist women in developing their relationship with other agencies in custody and in the community which will support the whole family as mothers resettle into the community.

### **Key tasks and responsibilities:**

1. Work collaboratively with the team to ensure the smooth day to day running of the Mother and Baby Unit and nursery provision.
2. To provide general emotional and practical support to Mums and babies on the unit including one to one and in groups
3. To provide, on occasion, one to one support to pregnant women in the main prison, to undertake brief assessments and to support pregnant women to make applications for a place on MBU
4. To work to support Mums to achieve goals in their personal development plans including (but not limited to):
  - Contact with support/ services for mothers in relation to their parenting role during custody
  - Increasing mother's access to support networks in their communities
  - Support with parenting issues
  - Provision of emotional support

- Opportunities for learning and personal development
  - Identification of and strategies for managing risk, including implementation of safeguarding processes as required
5. To provide as necessary support in the nursery provision to deliver sessions which will enhance children's learning and development.
  6. To work with the team and with Mums to ensure the wellbeing, safety and appropriate development of the babies and small children living on the unit
  7. Provide parenting support and guidance for mothers.
  8. Communicate regularly and effectively with nursery colleagues to track progress and ensure that collaborative work on the unit supports positive outcomes for both mother and baby.
  9. Work with colleagues and partner organisation to plan and deliver relevant interventions to support the women individually and collectively in line with their own and their babies development plans.
  10. Contribute as required to any inspection or Audit process that take place at Styal including HMCIP (Her Majesty's Chief Inspectorates of Prisons).
  11. Keep accurate and up to date records.
  12. Engage with the women to complete, at agreed intervals, the outcomes tool for the unit and record the information.
  13. To adhere to the systems for referral and reporting, ensuring at all times confidentiality and professional boundaries are maintained and to ensure that effective filing systems are maintained with appropriate information to ensure that all monitoring and statistical data is available.
  14. To prepare for, attend and actively engage in supervision and appraisal processes.
  15. To attend for and actively engage with training as required.
  16. To manage the workload and to bring to the attention of the line manager any issues or concerns.
  17. To work at all times within the wider team to ensure high quality services and towards agreed objectives.
  18. To promote a positive image of Family Action, representing the organisation and the project to increase professional and public awareness of all the organisations work and of the views

and needs of service users.

19. 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.

20. 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.

21. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

22. 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**

1. A recognised qualification or certification in Social Care, Early Years, Childcare or Community Work.
2. Demonstrable experience of delivering support and producing positive outcomes in a Family Support role, and of tracking service user journeys, providing evidence of outcomes.
3. Demonstrable experience of completing assessments.
4. Demonstrable experience of identifying, recording and managing risk to children and adults and adhering to safeguarding procedures.
5. Demonstrable experience of applying an asset based, solution focused approach to working with families and individuals.
6. Demonstrable ability to interventions connected to child attachment and development, parenting skills, life skills, mental health and wellbeing and understanding of environmental influences.
7. Understanding of the Early Years Foundation Stage.
8. Demonstrable experience of partnership working.
9. Ability to promote and support positive behaviour change.

10. Ability to engage positively and build appropriate relationships, including the ability to professionally challenge and manage inappropriate behaviour.
11. Understanding of safeguarding issues and a commitment to Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
12. Understanding of the developmental needs of children, the challenges of parenting and the impact of disadvantage and marginalisation on families and individuals.
13. Understanding of prison protocols and procedures.
14. Commitment to working as part of a team.
15. Ability to work on your own initiative, respond positively to changing circumstances and make confident decisions where necessary, whilst seeking advice where needed.
16. Understanding of and commitment to the importance of engaging in your own supervision and the benefits of reflective practice.
17. A demonstrable commitment to ongoing personal development.
18. A commitment to Family Action's Equality & Diversity 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. Excellent interpersonal skills including the ability to engage a range of audiences such as detainee, children and professionals on the telephone, face to face or via email etc.
20. Excellent organisational skills, as well as excellent IT skills, including experience of case management information systems.
21. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.
22. Ability 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