

## **JOB DESCRIPTION**

<b>Job title:</b>	Perinatal Support Coordinator
<b>Service:</b>	Cumbria's: 0-19 Child and Family Support Service
<b>Salary:</b>	Grade 3 (lower) Point 20-23
<b>Hours:</b>	18.5 hours a week (part-time)
<b>Locations:</b>	Copeland
<b>Responsible to:</b>	Child & Family Support Service Manager

### **Overview**

The Perinatal Support offer is an early intervention, low intensity service for those with low level (mild to moderate) perinatal mental health issues or who are at risk of developing maternal mental health issues during the perinatal period. The UNICEF Baby Friendly Initiative (BFI) supports families with feeding, and developing close, loving relationships, ensuring that all babies get the best possible start in life. It is an evidence-based, staged accredited programme, which is a contractual requirement, and the postholder will lead on setting the required standards to achieve accreditation.

All elements are an integral part of the Cumbria 0-19 Child and Family Support Services contract.

### **Summary of job:**

The post holder will share and embrace Cumbria's vision of 'a great place to grow up and for children and young people to have the opportunity to become everything they want to be', by;

- Providing localised coordination and quality assurance of Perinatal and BFI support services, ensuring appropriate practical and emotional support is provided to families, through a mixed programme of home visiting, workshops, closed groups and structured learning sessions delivered within local centres, family homes and the wider community
- To lead on, and ensure that the Perinatal Support and BFI offer becomes an integral part of the 0-19 Child and Family Support Services contract in line with the service specification, Key Performance Indicators and outcomes for children and families

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

1. To work with the Child and Family Service Manager to lead and participate in casework allocations meetings, carry out regular casefile audits in line with Family Action Safeguarding Standards and oversee service user risk assessments, support plans to ensure that they meet recording standards, timescales and measurable outcomes.

2. Manage risk effectively and identify improvements of service delivery through analysis and co-production with key stakeholders.
3. To lead and support the Volunteer and Engagement worker on the recruitment, training and supervision of Perinatal Support & BFI volunteers.
4. To lead a safe, reliable, high quality family support, Perinatal Support & BFI service across the district that integrates with existing provision to ensure that services are not duplicated. This will be achieved by establishing a culture of mutual trust and respect, which acknowledges the diversity and professional expertise of the individual and collective.
5. To be committed to providing an integrated one-team approach to children, young people & their families with an aim to delivering effective services and interventions as part of the Early Help offer.
6. Monitor, review and update plans with parents, utilising critical analysis, outcome evidence, and triangulating information, stepping up/down cases and making onward referrals for specialist support and interventions, where appropriate.
7. To provide support and advice to staff around safeguarding issues and work closely with Service Manger on complex issues. To prioritise the safety, wellbeing and healthy development of children by following safeguarding procedures and guidelines at all times (Family Action and LSCB Cumbria).
8. To work with key partners to organise workshops to promote perinatal mental health, attachment and bonding and infant feeding.
9. Oversee the coproduction of service user led groups.
10. To assist families to access, build and maintain effective relationships with the centres and other support services by ensuring that the venue(s) is warm, welcoming and adheres to safe risk management procedures at all times.
11. To play an active and senior part in the team, working, and leading by example to ensure the smooth running of the service.
12. To facilitate the sharing and flow of information between staff across locations (Allerdale, Barrow, Carlisle, Copeland) and across agencies, within information-sharing agreements and the constraints of the applicable legislation and policies (where appropriate) to ensure the safety and welfare of children and their families.
13. To authorise, write relevant reports for child protection conferences, and attend multi -agency meetings as and when required.
14. To support Child and Family Support Workers and volunteers with joint home visits as appropriate.
15. To complete Quality Assurance observation and audits on 1:1 and group work to evidence best practice and identify provision shortfalls. To quality assure 0-19 Child and Family Support provision, to ensure they meet the needs of local families, and fulfil the identified learning objectives. To identify training needs for staff.

16. To monitor outcome tools and collate relevant data to support the Service Manager in delivering on KPI's as required and directed by Operational and Service Manager. To write regular reports evidencing achievements and adhere to timeframes at all times.
17. To support the planning, delivery and coordination of home-based family support, perinatal support & BFI services, including targeted group interventions, and supervise the delivery of these services by Child and Family Play and Learning Workers, Child and Family Support Workers, Information, Advice and Administration Officers and volunteers.
18. To manage risk and safeguarding effectively, closely monitoring all higher risk cases and routinely updating the Service Manager and other agencies as needed.
19. To attend, and when required, to chair, team meetings, to make a commitment to regular supervision, including the ability to be responsive to critical challenge, advice, feedback and direction.
20. To work collaboratively and raise the profile of the service in the local area, to strengthen community resilience and capacity, and promote awareness of the ethos behind Early Help, Perinatal Support & the BFI model.
21. Share Family Action's vision for service user participation and co-production with children, young people and adults, and to work with the Child and Family Service Manager to increase the opportunities for service users to influence and shape the way the service is designed, developed and delivered.
22. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
23. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required. To be able to travel within the Copeland locality and occasionally outside it for training and networking opportunities.

### Person Specification

<b>Education, Qualifications and Background</b>	
1.	A Level 4 or above in a relevant qualification in community work, education, health, social work, counselling/family therapy, early years or equivalent.
2.	Proven experience of partnership working with a wide range of partner agencies.
<b>Abilities and Skills</b>	
3.	Professional experience with children, young people and their families, including up-to-date knowledge and experience of safeguarding issues, risk management and procedures.
4.	Knowledge and understanding of integrated working practices and the range of services and agencies to involve.
5.	At least 2 years' experience in a leadership role and experience of staff management in a similar role. Experience of providing case management oversight and providing

	outcome focused supervision to manage caseload. Extensive experience of providing support to families, young people and children.
6.	A good understanding of the developmental needs of children and of parenting and a solid understanding of mental health and disability issues, drug and alcohol use, domestic violence, gangs, county lines, CSE, FGM, and poverty and the way these impact on children and family life.
7.	Sound knowledge of attachment work and child development.
8.	Experience of understanding the needs of mothers and infants in the perinatal period.
9.	Sound knowledge and understanding of maternal mental health.
10.	The ability and skills in producing varied reports with a focus of evidencing the outcomes and impact of the service.
11.	An understanding of the impact of discrimination and social exclusion on the lives of children and families and how this can be addressed through service provision as well as employment and volunteering opportunities.
12.	Experience of recruiting and managing volunteers.
13.	Experience of managing complex tasks and challenging deadlines. Good planning and organisational skills.
14.	To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'Building Stronger Families' by: <ul style="list-style-type: none"> <li>• Being <b>people</b> focused</li> <li>• Reflecting a '<b>can do</b>' approach</li> <li>• Striving for <b>excellence</b> in everything we do</li> <li>• Having <b>mutual respect</b> for everyone we work with, work for and support through our services</li> </ul>
15.	To have a high level of experience of integrated, multi-agency working and within the role of Lead Professional whilst having the ability to collate and analyse information and to produce action-plans based on that information.
16.	The ability to communicate clearly and professionally through a variety of mediums with parents/carers, children, staff and professionals and have excellent verbal, listening and presentation skills, including basic IT skills. This will include the ability to write and present Court Reports, CIN & CP and PLO.
17.	Willing to work flexibly and outside core hours, including early morning, late evenings and occasional weekends.