

JOB DESCRIPTION

Job title:	Sessional Family Support Project Worker
Service:	Medway Small Steps
Hourly rate:	£10.59 per hour
Hours:	Sessional
Location:	Medway, Kent
Responsible to:	Project Co-ordinator

Function:

To provide a range of practical and emotional support to families accessing the Small Steps Service across Medway, in Kent. To provide individual and whole family support interventions through home-based visits. 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.

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'.

Key tasks and responsibilities:

1. To support parents whose children are pre or post diagnosis of ASC or ADHD in their homes in accordance with the aims and objectives of the service.
2. To visit families in their homes, supporting parents to understand their child's condition and to offer evidence based strategies to help support their child's needs.
3. To work closely in partnership with a range of multi-agency partners including health, GP's Community Mental Health Teams, Children's Social Care and other relevant agencies, including health and, education, and assist service users to access, build and maintain effective relationships with them.
4. To ensure that family working 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.

5. To keep excellent service user records and ensure information is maintained and up to date at all times. Record case work on Inform.
6. 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
7. To comply with 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.
8. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
9. 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.
10. To undertake training according to the needs of the service.
11. To work flexibly including evenings and weekends as may be required by the needs of the service and to carry out any other reasonable duties.

Person Specification

1. An NVQ Level 3 in social care or other relevant qualification is required.
2. Experience of working with children with additional needs and their families.
3. Experience of working with families from a wide range of backgrounds and with a wide variety of needs.
4. Ability to deliver high quality group work with parents and carers of children with additional needs. And to be able to respond appropriately to participants' emotional and learning needs during the group work.
5. Must demonstrate a knowledge of ADHD and ASD and the existing services in place to manage and support families affected by the condition within Medway
6. Must demonstrate a commitment to working in partnership with and empowering service users.
7. Have experience and skills in undertaking holistic family assessments and risk assessments.
8. An understanding of the barriers and challenges parents may face when trying to support the needs of their child with additional needs.
9. An awareness of positive behaviour management strategies for children with additional needs.
10. Must demonstrate a sound knowledge of safeguarding procedures.
11. An understanding and professional manner, with an ability to use initiative creatively when working independently with families.
12. Experience of multi-agency working.
13. An understanding of the impact of discrimination on the lives of those from minority ethnic communities and others that experience social exclusion, and an ability to work with people from diverse backgrounds.
14. Good verbal communication, skills with an ability to communicate effectively with a diverse audience. And the ability to keep good written records.
15. Basic IT skills to be utilised for recording purposes and use of email.
16. An ability to work flexibly, independently and as part of a team within a framework of policies and procedures to meet the needs of the service.

17. A willingness to receive and engage in training, advice and constructive feedback in regular supervision and appraisals.
18. Must hold a full driving licence with ability to travel across Medway.
19. 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