



JOB DESCRIPTION

Job title:	Children and Family Worker for Medway Universal Parenting Programme
Service:	Medway Universal Parenting Programme
Salary:	Grade 2 Point 16 - 19
Hours:	22.2 hours per week (part time) flexible.
Location:	Chatham, Medway
Responsible to:	Project Coordinator

Summary of job:

We are looking to recruit a highly motivated, experienced and client focused Children and Family Worker for our new universal parenting programme service to work within Medway. This new service is commissioned by Medway Council Public Health and funded by the Department for Education via the Family Hubs and Start for Life programme. The aim of the service is to work with local partners within Medway to deliver a sustainable and cohesive evidenced based parenting programme for families of children aged 0-2years, supporting transition from pregnancy to parenthood.

The successful candidate will be delivering an evidenced based universal parenting programme to adults and care givers in groups within the community and where appropriate, deliver such support online.

You will also be offering support in the home for those facing difficulties and supporting families in accessing additional targeted support services, including safeguarding referrals.

This post requires experience and knowledge of delivering training to adults, ideally experience of delivering parenting programmes.

Key tasks and responsibilities:

1. To deliver an evidenced based parenting programme to groups of parents or care givers within the community and supporting those who require to access online ensuring these are delivered safely and effectively.
2. To work alongside parents and care givers to provide 1-2-1 support in the home for those who face difficulties. Supporting families in accessing additional, targeted support services as required, including safeguarding referrals.
3. Providing regular contact with parents to check in on progress in between sessions.
4. To collate and record information pre and post participation that evaluates the impact of the parenting programme.



5. To ensure recording and filing systems, including the use of Family Action's database Inform, are maintained and that monitoring and reviewing measurements are carried out as set. This will include supporting the development of the service in line with identified priorities, targets and outcomes using appropriate measurement tools and analysis.
6. To respond appropriately to any safeguarding concerns; demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
7. To actively participate in team meetings and other internal and external meetings as required
8. To work alongside peer support workers and the peer support coordinator to ensure that volunteers have all of the information and support they require.
9. To actively promote the service both within Family Action and externally and provide effective liaison and communication with key stakeholders such as Family Hubs, Start for Life Programme, Perinatal and Health services.
10. Support the project coordinator to ensure that the organisational marketing and protocol (websites, newsletters, memberships) including information packs of local services are available for parents and stakeholders and these are kept updated.
11. To ensure that both venues and equipment are compliant with Health and Safety requirements, carrying out Risk Assessments under Family Action's Health and Safety procedure where required.
12. To keep a range of electronic and manual office systems that ensures all information is appropriately maintained and in such a way that the information can be retrieved quickly and easily.
13. To keep accurate records of work and adhere to confidentiality and data sharing policies and procedures.
14. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
15. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work.
16. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
Being **people** focused
Reflecting a '**can do**' approach



Striving for **excellence** in everything we do

Having **mutual respect** for everyone we work with, work for and support through our services

17. Implement 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.
18. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
19. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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Person Specification

1. A relevant professional qualification at Level 3 or above in social care, health or education.
2. To have experience of facilitating groups which work with adults and care givers, and ideally parenting programmes.
3. To have experience in supporting parents in accessing additional targeted support services, including safeguarding referrals.
4. To be able to actively use evaluation tools in order to monitor the service strengths and respond to areas for improvement.
5. To have excellent communication skills verbally and written, to have excellent listening skills and to be able to communicate with people from all backgrounds using a variety of methods.
6. Have an understanding and experience of planning and delivering training and managing a range of group dynamics.
7. Experience of working in services which deliver positive outcomes for children and families and demonstrable personal experience of successfully face to face delivery in the community and occasionally supporting an online offer.
8. A good understanding of safeguarding issues and a commitment to Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
9. Excellent interpersonal skills including the ability to engage a range of audiences such as adults, care givers, professionals and stakeholders using all methods of communication
10. Good networking skills and the ability to establish and maintain strong links with stakeholders.
11. An understanding of the development needs of children and the challenges of parenting, and the impact of deprivation and marginalisation on communities, families and individuals.
12. An understanding and commitment to the importance of engaging in your own supervision and the benefits of reflective practice.
13. A commitment to 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.
14. Excellent organisational skills, as well as excellent IT skills, including experience of case management information systems.



15. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.

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