



JOB DESCRIPTION

Job title:	CAPS Parent Group Leader
Service:	The Children and Parent Service (CAPS)
Salary:	Grade 2 (upper) point 16-19
Hours:	29.6 hours per week (part time)
Location:	South Manchester
Responsible to:	CAPS Family Action Service Manager

Summary of job:

Providing therapeutic supportive service for parents and carers with children under 5, delivering Incredible years evidence based parenting programme to improve the parent/ child relationship, social and emotional development of the children and the economic well-being of the family.

Key tasks and responsibilities:

1. To deliver Incredible Years Parenting programme facilitating parents understanding and awareness of their children's emotional, social and physical needs and improve their parenting skills.
2. To contribute to the evaluation and monitoring of interventions and contribute to regular audit to maintain a high standard of service delivery
3. To ensure the safety well-being and healthy development of children is prioritised through effective observation and assessment by following Family Actions Safeguarding procedures and guidelines
4. To support coordinate care and support for parents through liaison with, Health Visitors Social Services, Education and other statutory and voluntary agencies, attending relevant meetings when necessary.
5. To keep records of your work and adhere to GDPR policy, confidentiality, information sharing protocols and provide monitoring information to Health (CAMHS) and Family Action
6. Work with your manager to continually pursue personal and professional development, taking an active role in regular supervision and appraisal processes.



7. Monitor your workload and bring any issues to the attention of your line manager in a timely fashion.
8. Ensure that you have a complete understanding appropriate to your role and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults. Seek advice and support from your line manager and/ or to discuss concerns and risk.
9. Commitment to co-production, and to work within the team to embed Service Users voice within all aspects of service delivery.
10. The role requires extensive travel across Manchester therefore requires, access to a car, driving license and business insurance.
11. 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
12. 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.
13. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
14. 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. Level 3 health, childcare, social care, counselling / other relevant professional academic qualification or demonstratable experience.
2. Training in and /or experience of delivering evidence parenting interventions
3. An understanding of the challenges of parenting and experience of providing sensitive, non-judgmental support for parents under 5
4. Ability to work collaboratively to engage hard to reach parents
5. A good level of knowledge about the service and professionals working with families with children under 5.
6. Excellent organisational and time management skills
7. Excellent assessment, planning and record keeping skills.
8. An understanding of Safeguarding issues and the ability to implement relevant policies and procedures
9. Knowledge of the principles of 'Early Help Assessments' and the coordination of planning and delivery of children's services.
10. Knowledge of health and safety and the ability to take responsibility for the health, physical well-being and safety of self and service users
11. A commitment to Equal Opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.
12. Access to a vehicle and clean driving license.
13. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.
14. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
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