



PARENT TO PARENT LTD

## Parent to Parent Job Description

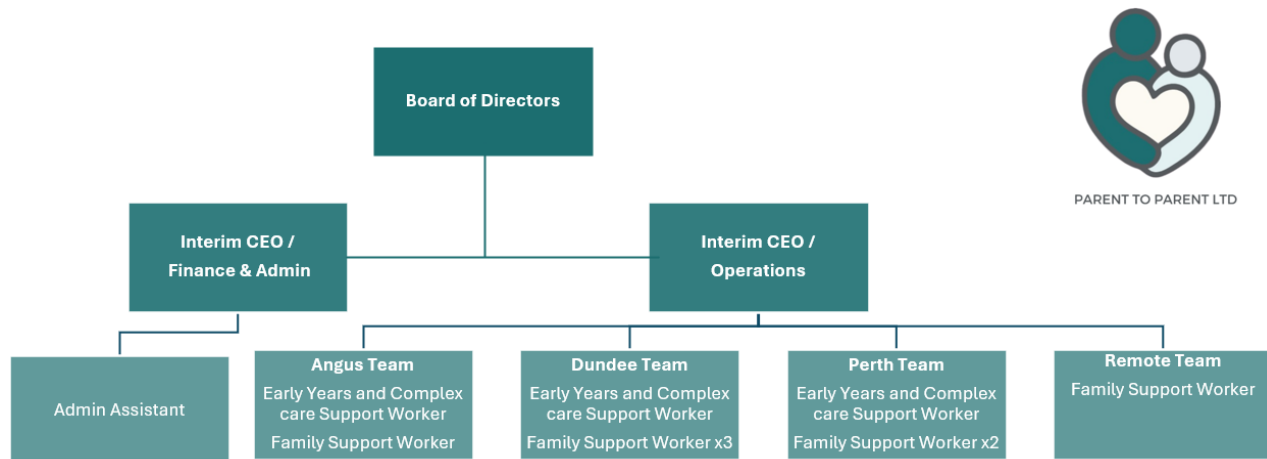
<b>Job title</b>	<b>Family Support Worker – Dundee &amp; Angus</b> <b>30 hours per week</b>
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### Job purpose

To provide support, advocacy and advice for parents and children with additional support needs living in Dundee and Angus. The worker will use a nurture approach to support parents/carers and children to understand their behaviour and additional support need. They will provide advocacy at meetings and appointments and assist parents to access appropriate services. They will work closely with colleagues from NHS, Social Work, Education, Third Sector agencies.

As part of this people-led project the worker will run workshops/training to support parents/carers' wellbeing and building capacity with parents/carers to train as Volunteer Peer Supporters.

### Organisational position



**Main responsibilities**

- To provide nurture and support to parents/carers and children with additional support needs
- To promote a people-led service, and support a person centred approach
- To develop and facilitate workshops on understanding and managing challenging behavior, /anxiety etc. at times and venues/platforms to meet family's needs.
- To undertake home visits
- To provide advocacy and support at any appointments in relation to the child
- To develop and facilitate peer support groups
- To develop and facilitate locality surgery services
- To encourage parents to attend medical appointments and professional meetings and advocate for them when appropriate.
- To build a strong relationship with partner agencies.
- To have a good knowledge of services for families and refer to appropriate agencies when necessary.
- To facilitate links to appropriate groups and services
- To keep accurate and up to date records.
- To attend relevant training, staff meetings and supervision sessions.

**Knowledge, training and experience required****Qualifications**

Specific formal qualifications are not essential but relevant qualifications e.g. social care, childcare, community learning, nursing, mental health are desirable

**Experience - essential**

- Experience of supporting families and children with additional needs
- Experience of working with vulnerable families
- At least 2 years' experience of 1:1 support with vulnerable families
- Experience of partnership working

**Experience - desirable**

- Experience of facilitating groups
- Experience of Decider Skills
- Experience of supporting families through adversity
- Experience of providing Trauma informed and responsive support

**Skills - essential**

- Ability to work on own initiative
- Good track record of establishing positive working relationships
- Good oral communication skills
- Good organisational skills
- IT skills
- Ability to work under pressure

**Knowledge - essential**

- Understanding the need for advocacy
- Good knowledge and understanding of child protection, adult protection and data protection.

**Knowledge – desirable**

- Familiarity with Additional Support for Learning Act

**General**

- A full driving license and use of a car is essential
- This post is subject to PVG Membership
- Business insurance for your vehicle is an essential requirement of the post
- Expected to adhere to relevant legislation and organisational policies and procedures

**Demands of the job**

- All Support and Advocacy Workers are required to work from their own home.
- The post-holder is expected to respond to unpredictable work demands including crises within families.
- Occasionally manage conflict between parents and other agencies.
- Confidentiality, diplomacy and discretion are required at all times.
- Occasionally support families in distress and experience distressing situations e.g. a child being removed from the family to be looked after by the Authority etc,
- Work in isolation for much of the time and have limited contact with colleagues within Parent to Parent.

**Decisions and judgements**

The post-holder will

- organise and prioritise own workload.
- manage changing demands, make necessary changes to respond to crisis situations
- identify when issues should be referred to Senior Management Team

**Other information**

Salary:	£20,355
Hours:	30hrs per week
Place of work:	Dundee and Angus
Annual Leave:	20 days per year
Public Holidays:	11 days per year pro rata