

Home-Start North Down

Job Description – Family Support Worker

Job Title: Family Support Worker

Location: Home-Start North Down office in Bangor. The post holder will be required to travel to community-based locations and therefore will need their own transport (mileage covered).

Employer: Home-Start North Down

Hours of work: 8 hours per week.

This is a fixed-term post for three-years funded by the Forte Foundation. As funding is in place for a defined period, the final contract length will depend on the successful candidate's start date. The post may be extended subject to further funding.

Salary: £27,254 pro rata (Point 9 NJC payscale)

Responsible to: Scheme Manager

(working under the day-to-day direction of the Family Support Coordinator)

Responsible for: No line management responsibilities

Purposes of the job:

The Family Support Worker will provide practical, hands-on support to families with young children through home visiting support. The post holder will support the delivery of group-based and home-based family support interventions, working under the direction of the Family Support Coordinator.

Main Responsibilities

Supporting families

- Carry out planned home visits to families receiving Home-Start support, delivering structured home-based support programmes as directed.
- Support parents and children to build confidence, routines, and positive parenting skills, including the delivery of school readiness support programmes.
- Assist with the delivery of evidence-based parenting support programmes, creating a welcoming, safe and empowering environment for parents.
- Conduct support reviews with Home-Start group families at regular intervals in line with Home-Start guidance.

- Respond sensitively and appropriately to safeguarding issues, ensuring compliance with Home-Start safeguarding policies and procedures.
- Maintain professional boundaries and work within Home-Start policies and procedures.

Supporting the work of the scheme

- Work collaboratively and flexibly within our team, including assisting the Family Support Co-ordinator and the Group Facilitator, to deliver a package of support services to families.
- Attend and contribute to staff meetings, keeping other members of staff informed and aware of issues affecting the scheme and its support to families.
- Build and maintain good working relationships with Home-Start volunteers and ensure volunteers feel valued and engaged.
- Promote the work of the scheme as required and provide support with organising scheme activities and events.

Administration

- Communicate appropriately and effectively with families, staff and volunteers.
- Maintain accurate and timely records of family support activity to the required standards.
- Contribute to monitoring information for programme reporting.

Health and Safety

- Ensure adherence to the Home-Start North Down Health and Safety Policy.
- Assist with risk assessments for group activities and home visits.
- Report accidents or incidents in line with organisational procedures.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

The post holder will need to evidence right to work in the UK.

Home-Start North Down is committed to safer recruitment practice as an important part of safeguarding and protecting children and adults at risk of harm.

The post holder will be required to apply for an Enhanced Disclosure Check (Access NI)

The post holder will be required to work flexibly, with occasional evening or weekend work. Additional time worked will be given as Time Off In Lieu (TOIL