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## *Community Family Support Worker – Job Description*

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**Report to:** Community Family Support Team Leader/Project Manager.

**Responsible for:** Family, child, and youth support, groupwork and volunteers.

### **Main tasks:**

- To work directly with families in need and crisis in the community, to promote, strengthen and develop the potential of parents/carers and children to prevent children and young people becoming looked after and/or suffering significant harm.
- To provide befriending and mentoring sessions for children and young people.
- To provide groups for all children and young people and adults.
- To support the care of children and young people where their living arrangements are at high risk of breakdown, supporting and strengthening of families and providing support, for as long as necessary to achieve optimum outcomes.

### **Main Activities**

1. Family Support workers will work in a variety of settings, and within the family home. Planning and participate in programmes of work with parents/carers/ children and young people, both individually and within groups.
2. To ensure that service users are as fully involved as possible in decision making which affect them both individually and within family. Promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting the needs of their children, and those in their care.
3. To support children, young people and adults through befriending and mentoring one-to-one support sessions and advocate on their behalf as appropriate. Providing emotional and practical support, within the home and other settings.
4. To attend family, medical, educational, and other appropriate meetings and appointments that support individual and family well-being.
5. To liaise and work closely with colleagues within Adult and Children's Social Care Services and other professionals and external partner agencies.
6. To assess and promote the parenting skills of parents/carers, offering encouragement and advice. Assessing and promoting children and young people's development, health, and well-being, encouraging healthy living, positive image, self-worth, and identity.

7. To contribute to and be committed to the safeguarding and protection of vulnerable children, young people, and adults, working within policy and procedure of both Project and Statutory guidance.
8. To take the lead in planning, delivering, monitoring, and evaluating group sessions for all ages working alongside staff/volunteer colleagues.
9. To develop links with and utilise the resources within the community.
10. To maintain high confidentiality whilst working within all Project activities and working in line with and adhering to GDPR and policy and procedure.
11. To contribute to the development of and adhere to all Project policies and procedures.
12. To contribute to and promote, equal opportunity, anti-discriminatory and anti-oppressive policies, and practices.
13. To remain abreast and informed of current thinking in relation to professional conduct, boundaries, and practice.
14. To contribute to service development and direction.
15. To keep accurate written records and produce reports as required.
16. To contribute to monitoring and evaluation processes and reports, participating in internal /external reports, funding applications and evaluation.
17. To support and supervise Centre volunteers, assisting in the recruitment process.
18. To attend and contribute to staff meetings and AGM.
19. To maintain personal and professional development to meet the changing demands of the job role, participate in appropriate training activities, to encourage and support staff and volunteers in their development and training.
20. To be responsible for handling designated amounts of Petty Cash and spending trail, receipting payments as appropriate and conducting such transactions in accordance with Centre policy and procedure and financial regulations.
21. To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
22. To work within the Christian ethos and values that underpin all Project service delivery.

*Bacup Family Centre exists to respond to the needs of individuals and many of the tasks and responsibilities, therefore, are unpredictable and varied. It is therefore expected that all staff will work in a flexible manner when required, undertaking tasks that have not been specifically covered in their job description.*