

JOB DESCRIPTION

Title:	Parent and Carer Support Worker
Function/Team:	Oasis GM Parent and Carer Team (PAC)
Salary:	Grade E
Hours:	40 hours per week (flexible hours), inclusive of breaks
Unsocial Working:	Regular evening work will be expected, with occasional weekend hours.
Location:	Greater Manchester Working space available within GM Oasis Hubs.
Responsible to:	Project Coordinator and Senior Practitioner
Responsible for:	N/A

Organisational context:

Oasis believes that every person matters and, as a result, develops community hubs that meet people's holistic needs – educationally, physically, spiritually, economically, environmentally and socially that can benefit the whole person and the whole community. This post will strategically link with Oasis North West Cluster.

Purpose of Job:

The main aim of the project is to provide support for Parents and Carers that identify their child may be “at risk”. The PAC team will offer flexible responsive support from low level signposting through to assisting Parents and Carers whose children are involved in more serious risk taking behaviour. As a PAC worker you would.

- a) Offer intensive support to parent/carers and the wider family unit to support them to find appropriate support and services to meet the needs of their family.
- b) Work with Parents and carers to develop support groups and initiatives to raise awareness and provide accessible peer led support.
- c) Be a physical presence in communities- networking to promote the service and develop a wide network of services and groups that Parents and Carers can access.

Specific Duties: (Strategy/Planning/Organising)

1. Support for the parent/carers
 - a. Support parents/carers to increase knowledge of their children's development, health and potential, enable them to gain confidence in their role as parents and to build strong family relationships.
 - b. Providing a link into wider community-based provision.
 - c. Liaising with other key professional where needed e.g. Social Care, school, police

2. Support for the family unit

- a. Work with the families to find appropriate ways for them to address the problems they are facing together.
 - b. Encourage the families to improve communication skills and encourage them to take part in joint positive activities.
 - c. Identify other family members that may benefit from support from other agencies.
 - d. Liaising with other key professional where needed e.g. Social Care, school, police.
 - e. Work closely with existing community services and agencies to support the family to develop a sustainable support network to address support needs.
3. Complete consultations with Parents and Carers to understand their needs using this feedback to shape the service.
 4. Empower Parents and Carers that want to set up groups or run campaigns to raise awareness of issues they are facing. Managing resources to support them to turn their ambitions into reality.
 5. Networking and awareness raising to build sustainable local support networks for parents and carers to access.
 6. Take part in the evaluation, strategy, and development of the project in an ongoing process.

(Analytical/Creative thinking/Problem solving)

7. Contribute to high quality information gathering and sharing to track the support of individual parents and carers and the overall success of the project.
8. Produce (and keep updated) a comprehensive information resource/directory of all the relevant services and organisations for signposting and referral.

(Relationship/Partners)

Internal:

- Navigator Project Team
- Oasis Community Hub: Oldham and Mediacityuk
- Oasis central office
- Other Oasis Hub teams

External:

- Greater Manchester Combined Authority
- Children and Adult Social Care Services
- Schools
- Children and Youth Services
- Greater Manchester Police
- General Public
- Parent projects/groups

Physical:

Work with Parents and Carers across Greater Manchester including home visits and working within Oasis GM Hubs.

People Management:

Nil staff.

Responsibility for Resources:

With Project Co-ordinator decide how to use delivery budgets to support parents and carers to set up groups and campaigns.

General Duties:

- Managing a case load of families currently open to the service.
- Set up and deliver group work sessions.
- Attend relevant networks, organisation and inter agency meetings.
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parent/carers might be signposted to.
- Keep up to date with local and national developments within policies and practice and keep informed of relevant legislation.
- Attend team meetings, supervision and training.
- Participate in internal and cross-organisation working groups as appropriate for exchange of information and best practice.
- Complete the administrative duties relevant to the role, including planning, record keeping, data base and reports.
- Carry out routine administrative tasks.
- Participate in the Hub Performance Management processes.
- Promote the work of Oasis by all appropriate means, including public speaking.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

PERSON SPECIFICATION

Parent and Carer Support Worker- Greater Manchester

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A relevant professional qualification in Youth & Community (JNC) or Social Work (QSW) or SENCo or appropriate experience. 	<ul style="list-style-type: none"> Understanding of Early Years and Child Development Understanding (completed Training) around mental health issues
Job knowledge/ experience	<ul style="list-style-type: none"> Experience of multi agency working Experience of mentoring / supporting parents/Carers Experience of delivering individual or group based support Experience of Community collaboration and co designing projects Experience and understanding of children within their family context. Knowledge of child protection and safeguarding practices Knowledge of health and safety 	<ul style="list-style-type: none"> A knowledge or experience of Children's Social Care/ Schools/Police processes
Skills	<ul style="list-style-type: none"> Excellent communication skills Able to build positive rapport with people of all ages Able to work on own initiative Able to function in diverse settings and with a wide range of professional agencies Presentation skills Organisational, administrative, and data recording 	<ul style="list-style-type: none"> Report writing and monitoring
Other	<ul style="list-style-type: none"> Self-motivated, able to work alone and as part of a team Able to take initiative and work 	Full driving license and access to own vehicle

	<p>under pressure</p> <ul style="list-style-type: none"> • Reliable • First Aid trained or willing to be trained • IT literate, use of MS Office • Flexible approach to changes in circumstance and able to work unsocial hours • Emotional resilience in working in a range of challenging situations. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Quality focused in all aspects of work. 	
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