

Job Description

Job Title:	Senior Family Support Worker
Employer:	Home-Start Guildford, Astolat, Coniers Way, Guildford, Surrey GU4 7HL
Location:	Locations across Guildford borough, the office and home working
Responsible to:	Home-Start Manager



Purposes of the Job:

- To provide support to families experiencing multiple or complex issues, which may include poor mental health and English as a second language through regular home visiting.
- To facilitate a Family Group, in accordance with the Family Group procedures and Family Group guidelines.
- Manage Family Group volunteers through supervision and managing roles and rotas.
- To implement good Safeguarding and confidentiality practice in all areas of work.
- To ensure inclusion and diversity in all aspects of Home-Start Guildford's work.

Main responsibilities:

- To support families through visiting by: assessing needs, planning support and monitoring progress (through review meetings) whilst maintaining high standards of practice within the Home-Start model.
- To review and identify outcomes of support visits or Group sessions and where appropriate, liaise with Coordinators and inform them of any concerns/ issues.
- Welcome parents/ carers to the Family Groups, support them to share quality time with their children and provide non-judgemental support.
- To set up and clear the room at Family Group, ensuring all equipment is left clean and tidy. Maintain cleanliness and safety of toys and equipment, replacing when necessary.
- To keep clear and accurate records on a family's file on the database (Charity Log) of all contact, support to families and reviews.
- Work with other colleagues including health and social care professionals to achieve family resilience.
- Attend Team Around the Family, Child in Need and Child Protection meetings when necessary.
- Attend staff team meetings and supervision.
- Manage own caseload, administration and diary commitments.
- Maintain up to date knowledge of local service provision for appropriate signposting and referrals.
- Contribute to the Volunteer Preparation course.

Supporting the work of Home-Start Guildford:

- Promote Home-Start Guildford at local networks.
- Attend Home-Start family events and outings and relevant training.
- Work cooperatively with the Manager and staff team to support the development of and promotion of Home-Start Guildford. This may include inducting new team members.

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