**Job Description – Family Support Worker**

**Location**: Sligo Springboard Family Support Service, 2 Racecourse View, Cranmore, Sligo.

**Reports to**: Project Manager

**Works alongside**: Project Manager, Sligo Springboard Staff Team, External agencies and children and families accessing the service.

The post will be 35 hours per week.

**Duties and Responsibilities:**

1. Managing a caseload with complex needs.
2. To participate in Sligo Springboard Team Meetings and weekly Team meetings specific to Family Support.
3. To liaise effectively with families and statutory, community and voluntary bodies to promote collaborative working to further support children and families.
4. To plan, implement and review programmes for children and families based on their identified and changing needs.
5. To support children and families in their homes, where appropriate, or in a community-based setting such as Sligo Springboard building.
6. To attend professional meetings such as Child Protection Case Conferences, Reviews and Meitheals as required.
7. To be familiar with and comply with all relevant Sligo Springboard Policies and Procedures e.g. Child Protection Policy, Confidentiality Policy, Health and Safety Policy.
8. To participate in regular supervision and case management with the Project Manager.
9. To participate in the Sligo Springboard’s Drop In Service to provide support and information to members of the community.
10. To act in a supervisory capacity to students undergoing work experience/ placements.
11. Have a flexible approach to the work in response to organisational change, development, and review of best practice. To show reasonable flexibility in relation to hours of attendance to meet the needs of the work.

**Administration:**

1. Maintain accurate and up to date records and files in accordance with national guidelines, procedures and Children’s First in relation to all aspects of work and prepare reports as required.
2. To gather information statistics and prepare reports as required, including administration of databases as appropriate to the role.
3. Maintain service user confidentiality.
4. Participate in planning, review, and evaluation of the work in Sligo Springboard.

**Education and Training:**

1. Engage in personal development planning in collaboration with the Project Manager.
2. Engage in in-service training and other relevant training opportunities (including attendance at mandatory training and programmes).
3. Participate as Lead Practitioners and support workers in the Meitheal Process.
4. Attend and furnish written reports to the courts as required.
5. Facilitate group programmes within the community such as Parent’s Plus programmes.
6. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Manager.

**Health and Safety:**

1. To be vigilant to any health, safety and welfare risks in the workplace and bring any concerns to the attention of the Project manager.
2. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations, and standards.
3. To report any areas of concern to the Project Manager in a timely manner.

**Eligibility Criteria:**

1. Recognised 3rd level qualification (minimum Level 8/ Honours Degree) in Social Care / Family Support or other relevant filed.
2. Minimum of two years post qualification experience of working with children and families in a family support and /or community-based setting.
3. Garda Clearance/ Vetting will apply.
4. Access to transport and full clean driving licence.
5. Knowledge of Tusla’s Prevention, Partnership and Family Support and Child Protection and Welfare.
6. An understanding of the impact of poverty and disadvantage on communities and especially its impact on parenting.
7. An understanding of children’s holistic developmental needs within the context of their family and community.
8. The ability to manage self in a busy working environment including the ability to prioritise workloads.
9. The ability to evaluate information and make effective decisions in a timely manner.
10. Good communication skills, both written and verbal.

**Salary**: Salary will be notified to the successful candidate at offer stage.