

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Children's Services
Section:	Early Years and Family Support
Sub Section:	
Post Title:	Parenting Support Workers
Vision Post Number:	
Grade:	GR6
Responsible to:	Parenting Support Team Leader
Posts Reporting to this Post:	none
Team:	Parenting Support Team
DBS Required Level:	Enhanced
Location:	Ty Trevithick
Date of Description:	October 2017

KEY OBJECTIVES

To support the delivery a range of parenting support opportunities including drop in support, evidence based parenting programmes and support to families in their own home across Rhondda Cynon Taf.

To provide flexible, proactive and responsive support to parents of children aged 0-18 years across all levels of the Integrated Parenting Framework with particular focus on Levels 2 - Informal Support, 3 - Formal Support and 4 - Targeted Support.



To assist in the delivery of drop in sessions and evidence based programmes delivered as part of Levels 2 and 3 of the Framework alongside the Parenting Workers

To assist in the delivery of the parenting aspects of Family Plans, created by the Resilient Families Service, liaising with partners and a range of organisations, to ensure identified needs are met

SPECIFIC RESPONSIBILITY

1. To provide direct support and advice to families in group situations and one to one sessions, offering support and advice to identify and achieve their aspirations and family goals.
2. To provide continuity of support for parents as they progress through the Levels of the RCT Integrated Parenting Framework and to proactively secure their ongoing engagement in the process
3. To co-facilitate evidence based parenting groups led by Parenting Workers, focusing on providing parents with bespoke support as required to apply learning from formal parenting programmes into the home environment through modelling good practice to build confidence
4. To support families to engage with universal services and community activities, supporting them to build their confidence to attend local places, activities and events with their children, as set out in Family Plans
5. To assist parents to develop ways of handling and managing relationships and behaviour that contributes to everyday life.
6. To promote and be familiar with a range of family support functions, such as behaviour, budgeting advice, routines and emotional support, applying them in your work as appropriate, in line with identified family needs set out in Family Plans
7. To support families with behaviour management, in their home and local communities using appropriate guidance and modelling good practice to enhance parenting skills as set out in Family Plans
8. To assist in the delivery and practical arranging of parent engagement groups, such as parenting drop in sessions and Talk and Play universal groups, encouraging parents to attend, whilst assisting to remove barriers to their participation
9. To develop positive relationships and work collaboratively with the Resilient Families Service and partner agencies to maximise the outcomes for families

10. To identify emerging needs affecting parents and their families, liaising with the Parenting Workers to ensure these needs are reflected in Family Plans
11. To bring to the attention of the line manager any immediate concern regarding the safety of a child, young person or family member, making appropriate referrals to the Multi-Agency Safeguarding Hub or Adult Services as and when required
12. To ensure all child protection procedures are followed in accordance with the 'All Wales Child Protection Procedures.' and Cwm Taf Safeguarding Board procedures and guidelines
13. To encourage and support parents to build positive relationships with their children
14. To effectively engage with parents in a non-judgemental and non-stigmatising way.
15. To be aware of and maintain confidentiality when facilitating groups
16. To prepare accurate, up to date recordings and reports, appropriate to the agreed plan of work in line with Divisional procedures and guidance.
17. To attend and contribute to any relevant meetings, reviews and conferences as agreed with the line manager, preparing and presenting own reports to the meeting
18. To provide regular updates and statistical information about visits, groups and families to the Parenting Support Team Leader as requested
19. To participate in appraisal and the development of a personal action plan through the supervision process, receiving and contributing to regular supervision within agreed timescales
20. To participate in relevant training as agreed by the line manager.
21. To be responsible for your own diary and workloads
22. To provide a quality, flexible service that promotes equality and celebrates diversity for children and their families, recognising cultural differences in families and making appropriate arrangements to meet needs (e.g. translator)
23. To fully implement the Lone Working Policy, carrying out visual risk assessments to determine safety of the working environment; children, young people and families in that environment; ensuring own safety



To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>QCF Level 3 in health and social care or childcare (or be willing to undertake such qualification and achieve within 2 years of being allocated an Assessor)</p> <p>An understanding of confidentiality</p> <p>A knowledge of Child development and the needs of vulnerable children</p> <p>Knowledge of child protection procedures</p> <p>Knowledge of the effects of multiple disadvantage on a parents parenting ability</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Trained in evidence based parenting programmes (or be willing to undertake training)</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Proven experience of directly supporting and working with disadvantaged parents/families</p> <p>Experience of working in a multi-agency environment</p> <p>Experience of working as part of a Team Around the Family (TAF) approach</p>	<p>Experience of working in disadvantaged areas.</p> <p>Experience of delivering prescribed Parenting Programmes</p>
COMPETENCIES	Community and Social Care Competency Framework	

Working with partners	<p>Works to overcome conflicting viewpoints for the best interest of the service user.</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p>
Working with team members	<p>Builds lasting, positive and supportive relationships based on trust</p> <p>Contributes to a strong team spirit of shared responsibility and co-operation.</p>
Communicating effectively	<p>Produces clear, accurate and up to date reports and records.</p> <p>Actively checks their own understanding of what others have said.</p>
Looking after service users best interest	<p>Is able to analyse, summarise and record the situation for/with the service user effectively taking into account potential barriers.</p> <p>Listens to the views of the service user and includes those involved with the service user to define best ways forward.</p>
Earning service users trust	<p>Is honest and open with service users</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users issues.</p>
Achieving results	<p>Is able to work effectively when under pressure</p> <p>Demonstrates professional competence and consistently delivers high quality outcomes.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Able to work flexible hours, regular early mornings and evenings, some weekends.</p>

