

Family Support Worker



2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Job Description

Job Title:	Family Support Worker
Terms:	18-24 core hours per week as desired by candidate Permanent Flexible hours: some evening and weekend work is required, and the hours may differ each week, depending on the activity that is being undertaken. There will be the opportunity to support other projects on an ad-hoc basis and in addition to the contracted hours if desired.
Salary:	c £31,000 FTE per annum
Accountability:	Reports to the Family Services Manager
Location:	Based at Television House, 269 Field End Road, Eastcote, HA4 9XA (60% office working)

Job Summary

In this role, you will join the CAAS established family support team in offering specialist advice and support to families of children and young people with a diagnosis/suspected diagnosis of ADHD or autism, with the aim of improving quality of life. To signpost where appropriate, and to be involved in facilitating courses at CAAS. To develop or deliver training, targeted at education and social care organisations, to share best practice and appropriate reasonable adjustments, as well as delivery of training to develop autism-aware communities.

Key Responsibilities – Supporting Parents and Delivering training

- Facilitate at weekly drop-in sessions, and some monthly evening sessions, providing ADHD/autism specialist advice to families, as well as encouraging peer to peer support.
- Facilitate CAAS specialist parenting courses, such as our Understanding Autism course.
- To offer one to one support as requested by families and professional agencies.
- Support families in preparing for or attending meetings with schools/health/social services etc.
- Promote CAAS parenting resources - giving families information regarding courses, workshops or other available support
- To develop knowledge and relationships with regional voluntary and statutory organisations, and to be able to signpost families to local agencies as necessary.
- Develop training resources, targeted at education and community groups, around understanding Autism/ADHD and covering the reasonable adjustments and support that can be provided at an early stage, to support young ADHD/Autistic people and their families.
- Deliver training to professionals in schools, education settings and the community.

- Participate in community outreach efforts, including attending SEND specific local events and developing relationships with a diverse range of community groups to increase our reach and broaden access to our services.

Key Responsibilities - Organisational

- To provide written reports as required by professional agencies and CAAS.
- Assist in promoting the CAAS services.
- To attend regular supervision sessions.
- To ensure the monitoring requirements for the project are met.
- To provide regular progress reports to the Family Services Manager.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS and the Law.

Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the Family Service Manager.
- To actively participate and undertake training and development of self and others.

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Person Specification - Essential

- Knowledge of ADHD/autism and how families can support their young people.
- Experience in working with and providing support to families.
- Experience/knowledge of the challenges facing families of neurodiverse young people.
- Knowledge/awareness of reasonable adjustments, strategies, and coping mechanisms to support neurodiverse young people's needs.
- Ability to provide reliable support to families, and to act with integrity in times of stress.
- Ability to build good working relationships with families who may find it difficult to access support.
- Qualified facilitator / demonstratable experience in facilitating groups and delivering training.
- Clear communication skills and an ability to represent the organisation internally and externally.
- Ability to develop professional relationships with schools, local authorities, and other partner organisations.
- Strong organisational skills with great time management. There is a heavy demand for the personal organisation of your workload and managing appointments, and you will need to be able to manage a diverse workload with competing demands.
- Ability to develop relationships with relevant statutory and voluntary sector bodies.
- Ability to monitor work.
- The ability to write and present clear and comprehensive reports.
- Computer Software Skilled (some of the work is managed via technology and computers)
- Experience in safeguarding children and vulnerable adults, data protection, equal opportunities and diversity legislation and best practice.

Person Specification - Desirable

- Voluntary Sector Experience.
- Experience in delivering training to professionals.
- Knowledge of SEN / Social Care Legislation.

Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.