



Job Description: Family Support Worker (Mental Health and Wellbeing)

Post:	Family Support Worker (Mental Health and Wellbeing) x 4
Hours:	35 hours per week, flexibly to meet the demands of the post
Salary:	OPFS Points 13-17 (£21,667 - £26,482)
Locations:	Edinburgh, Glasgow, Falkirk and Motherwell – one post at each location.
Reports to:	Service Managers in each location.

Role and Responsibilities

Funding for this post comes from a successful application to the UK Government's Tampon Tax Fund to create a mental health and wellbeing service. The aim of this service is to offer a free support and counselling service for those most in need to enable them to better manage their mental health and minimise the impact on their well-being. This service will be accessed on-line, text chat, face to face and in a group setting. The post holder will be a member of a multidisciplinary team providing support for single parent families and their children.

The Family Support Worker will be responsible to the Local Family Support Service Manager for the provision of 1:1 support and group programmes for single parents which, adopting a psychoeducational approach, will improve outcomes for their families.

Referrals to the service will be from within the OPFS team, other professionals and self-referrals.

Key Tasks

- **Family Support:** Identify single parents who would benefit from the service through follow up and assessment after a referral or community engagement activities including those who are experiencing difficulties with parenting, poverty, budgeting, benefits or employment. Design and deliver a range of 1:1 counselling based/informed support and group based support, advice and activities, designed on a model of coproduction, to address identified needs and promote improved mental health and wellbeing.
- Work with the national health and wellbeing co-ordinator to provide phone based and digital counselling based/informed support and advice.



- Contribute to the development of mental health and well-being resources and information for single parent families.
- **Advice and Information:** Provide practical help and advice to families who are experiencing long and short term difficulties, including signposting to other services, which will address their needs.
- **Networking:** Developing and maintaining purposeful contact with a wide range of agencies and contribute to potential partnership working in order to create new beneficial opportunities.
- **Representation:** Represent One Parent Families Scotland on relevant forums and committees. Encourage and support parent participation where appropriate.
- **Record keeping, evaluation and reporting:** Maintaining service records as required, conducting regular evaluations of work to ensure aims and outcomes are being met and submit, or contribute to, reports in line with OPFS reporting schedules.
- Any other duties relevant to the post, service or organisation as requested by the manager or OPFS directorate.

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time.



Personal Specifications

Essential

- **Qualifications:** Relevant qualification to HNC level or equivalent relevant experience.
- **Single Parents:** Clear understanding of the barriers faced by, and the needs of, single parent families and the issues they face and the impact these can have on mental health and wellbeing.
- **1:1 Support:** Previous experience of supporting parents in 1:1 settings using psychoeducational approaches.
- **Group Work:** Experience of working with people in group work settings.
- **IT:** Competent in word processing, spreadsheets, use of databases and email.
- **Initiative:** Ability to work independently to an agreed plan of work and contribute to the work of a team.
- **Communication Skills:** A good standard of written and oral communication and ability to compile comprehensive reports and records.
- **Flexibility:** Ability to work flexibly to meet the needs of the service provision.

Desirable

- **Services for families:** Knowledge and experience of services that can benefit single parents and their children.
- **Families:** Previous experience of developing coproduction models with Families.
- **Mental Health and Wellbeing:** Experience working in services supporting positive mental health and wellbeing for families.
- **Knowledge:** Clear understanding of the needs of single parent families and the issues they face.
- **Driving License:** A valid driving licence and access to a car.

Terms & Conditions

- **Confirmation of Appointment:** Fixed term contract until 30th June 2020. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period.
- **Salary:** Point 13-17 (£21,667 - £26,482)
- **Hours of work:** Hours of work will be 35 hours per week, worked flexibly to meet the demands of the job.
- **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays.
- **Pension:** You will be auto-enrolled in our pension scheme with a 2% contribution from you and 3% from OPFS. Once the appointment has been confirmed you are eligible to join the Employer's Full Pension scheme with the Pensions Trust. OPFS pays 7% of your salary and you pay a minimum of 3%.
- **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training.
- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
- **Recruitment Timetable:** Closing Date: 5pm Monday 4th February 2019. Please email a completed application form to jobs@opfs.org.uk