

Dear Applicant,

Thank you for showing an interest in working for Family Support Link.

The closing date for this position is 5pm on the 31st January 2022.

Interviews will be held on the 4th & 7th February 2022.

We are looking for a compassionate individual that is also highly motivated and enthusiastic. The successful candidate will work alongside a team of support staff to develop, deliver, and facilitate the PuP (Parents under pressure) programme, working closely with local treatment and recovery services and partner agencies.

Family Support Link will facilitate PuP training to the successful candidate and due to this commitment, a training agreement will be in place to protect our investment in you.

Working across Northamptonshire, you must have a full driving licence and access to car for this role.

Reporting to the Operational Manager the Whole Family Support Worker will proactively contribute to ensuring we achieve successful outcomes appropriate to each client and which embodies the Family Support Link mission statement. If you have the relevant personal qualities, experience, skills, enthusiasm and a positive "can do" attitude and would relish the chance to work in this dynamic, progressive, and successful charity, we would like to hear from you. You will be joining a friendly and enthusiastic team who are passionate about what they do. Before applying I would urge you to carry out some background research, so you understand the ethos and concept of Family Support Link and PuP.

I look forward to hearing from you.

Julia Feazey

Chief Executive Officer

West End House, 60 Oxford Street, Wellingborough, Northants NN8 4JJ Tele: 01933 227078 Support Line or 01933 224632 General Enquiries E-mail Contactus@family-supportlink.co.uk www.familysupportlink.co.uk



Registered Charity No - 1119358

Family Support Link
Job Description/Person Specification

Whole Family Support Worker



Supporting families in Northamptonshire
affected by another's substance misuse

Post Title:	Whole Family Support Worker
Contract:	Fixed term -1 year (With a view to us securing continued funding for continuation of the post)
Hours:	20 hours per week, days/hours to be agreed, will include evening and/or weekend working
Holidays:	5 weeks annual leave plus Bank Holidays
Salary:	£13,135.20 per annum
Location:	Based Wellingborough Covering Northamptonshire
Accountable to:	Operational manager - Support and Development
Responsible for:	N/A

PRINCIPAL OBJECTIVE OF – FAMILY SUPPORT LINK

Family Support Link is a charity in Northamptonshire, working with both adults and children, providing free and confidential support to family members, carer's and loved ones impacted by another's substance misuse.

PRINCIPLE OBJECTIVES OF THE ROLE

As Whole Family Support Worker, you will be responsible for developing and trialling of a whole family support service for the organisation to give family members the chance to have mediated support with their substance using loved one, in addition to supporting parents who use substances through a new Parenting under Pressure (PuP) programme. You will ensure that this is developed in consultation with the drug and alcohol service and other FSL staff, being sensitive to the interests and concerns of those parties. Family members should be involved in supporting you to co-design the service, with representation from as diverse a voice as possible.

Through 1:1 sessions you will utilise the PuP Integrated framework to assess the needs of parents who use substances and provide intensive targeted support to help them improve their emotional regulation and gain confidence in their skills as a parent. You will regularly review these needs to identify positive change and gaps in service.

You will also utilise group sessions and observe parent-child sessions where appropriate. You will ensure that the families play an active role in every step of this process and feel ownership over their involvement in the programme.

You will work closely with other agencies and organisations both internal and external, and act as a referral source for parents, supporting a holistic approach to meeting these needs, enabling them to reach their full potential and achieve. You will build upon these relationships and partnerships.

You will prioritise safeguarding ensuring all concerns are managed in accordance with relevant policies and procedures and that this is documented. The Whole Family Support Worker will receive PuP training to become a PuP practitioner which will be funded by Family Support Link, the Employee will be expected to agree with and sign a training agreement prior to the training commencing.

RESPONSIBILITIES OF POST HOLDER:

- Work with families in the Northamptonshire region where substance use is taking place.
- Complete Parenting under Pressure (PuP) training and play an active role in relevant ongoing peer support groups associated with the programme.
- Carry out thorough assessments of parents and engage with parents, in the development and implementation of their own individualised and tailored therapeutic family support plan.
- Undertake regular reviews of needs to identify positive change and gaps in service.
- Provide 1:1 support to families in multiple settings including our own service setting, third party support agencies, and at their home, effectively implementing therapeutic support plans.
- Provide online support to parents if access to 1:1 setting is an identified block.
- Provide group support if deemed appropriate by referring service.
- Ensure that all relevant documentation, filing, statistics and paperwork are in line with the aims and standards of the project.
- Develop a relationship with families based on respect and trust, ensuring they feel ownership of their involvement with the PuP programme.
- Establish and maintain professional and personal boundaries.
- Maintain an effective working relationship with the PuP Supervisor.
- Develop, in consultation with both the adult family members, the drug and alcohol service, and fellow FSL staff, mediated whole family support sessions for both family members and their substance using loved ones.
- Trial whole family support sessions and collect and collate relevant data to enable a full funding bid to be submitted.
- Maintain positive working relationships with referral agencies and services.
- Comply with all Health and Safety regulations of host organisations and risk procedures put in place to ensure safety for 1:1 working.
- Keep records pertinent to the post and observe professional standards ensuring confidentiality of records and security of same.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments
- Prioritise Safeguarding and ensure all concerns are managed in accordance with relevant policies and procedures and that this is documented.
- Ensure case notes/ observations and any other relevant information is recorded in a timely manner on relevant database(s).
- Act as a positive and proactive ambassador for both Family Support Link and the people accessing our service.
- Promote service user involvement across our service.
- Participate and develop multi agency, partnership working and networking.
- Participate in ongoing evaluation and in initiatives to improve the quality of all aspects of the service.
- Provide regular reports on all activities as requested by the management team and Board of Trustees.
- Monitor, measure, and evaluate service data/projects and produce reports as required.
- Work within Family Support Links operational policies.
- Undertake all reasonable requests for additional duties.

Whole family Support Worker - Person Specification

	Requirement	Essential	Desirable
Experience	■ Minimum two years' experience of working with families	√	
	■ Experience of working with substance using individuals		√
	■ Experience of delivering targeted interventions to individuals		√
	■ Experience of Multi -Agency partnership working		√
	■ Experience of working with professionals	√	
	■ Experience of undertaking and reviewing needs assessments	√	
	■ Have a basic understanding of the impact of drug and alcohol misuse on families.		√
	■ Experience of working to set Performance indicators in relation to role		√
	■ Experience of the promotion and marketing of services to both agencies and communities.		√
Education	■ Educated to a minimum of GCSE A*- C in English and Maths or equivalent.	√	
Skills/Abilities	■ Work well using own initiative and as part of a team	√	
	■ Excellent communication skills, both verbally and written.	√	
	■ Can understand the dynamics and interface between the individual and the community.	√	
	■ Flexible in meeting the needs of the families they are working with.	√	
	■ A 'can do' attitude and a positive solution focussed approach to problem solving and conflict resolution.	√	

	<ul style="list-style-type: none"> ■ Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms. 	√	
	<ul style="list-style-type: none"> ■ Competent and confident use of Microsoft packages/Zoom and databases. 	√	
	<ul style="list-style-type: none"> ■ Able to work effectively with partners, demonstrating drive and passion to understand and achieve joint goals and objectives. 	√	
	<ul style="list-style-type: none"> ■ Is clear and explicit about professional and personal boundaries. 	√	
	<ul style="list-style-type: none"> ■ Excellent active listening skills. 	√	
	<ul style="list-style-type: none"> ■ Demonstrates dignity and respect for self and others at all times. 	√	
	<ul style="list-style-type: none"> ■ Capacity to work effectively under pressure. 	√	
	<ul style="list-style-type: none"> ■ Strong organisational and interpersonal skills. 	√	
Equality Issues	<ul style="list-style-type: none"> ■ Demonstrable knowledge and understanding of equality issues and legislation. 	√	
Additional factors	<ul style="list-style-type: none"> ■ Work within Family Support Links operational policies 	√	
	<ul style="list-style-type: none"> ■ Have a full current driving licence/insurance and access to a vehicle to use for work. 	√	
	<ul style="list-style-type: none"> ■ Be able to work flexible hours. This role will require evening and/or weekend working 	√	
	<ul style="list-style-type: none"> ■ Willingness to participate in training. 	√	
	<ul style="list-style-type: none"> ■ Have a traceable work record. 	√	

ADDITIONAL INFORMATION ABOUT THE POST

- The post holder will be based from Our Head Office, 60 Oxford St, Wellingborough NN8 4JJ (Reasonable subsistence, and travel expenses will be paid in accordance with Family Support Link policy.)
- During and following the current COVID Crisis we have adopted a Hybrid working Policy allowing for flexibility around Home Working. The groups will be face to face groups (In accordance with current government guidance)
- This post is subject to a 6- month probationary period, enhanced D.B.S. check & two satisfactory references.

Family Support Link Application Form



Supporting families in Northamptonshire
affected by another's substance misuse

Position/s Applied for:

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Educational setting	Examination	Grade

Professional Qualifications

Qualification		Grade

Training relevant to position

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Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

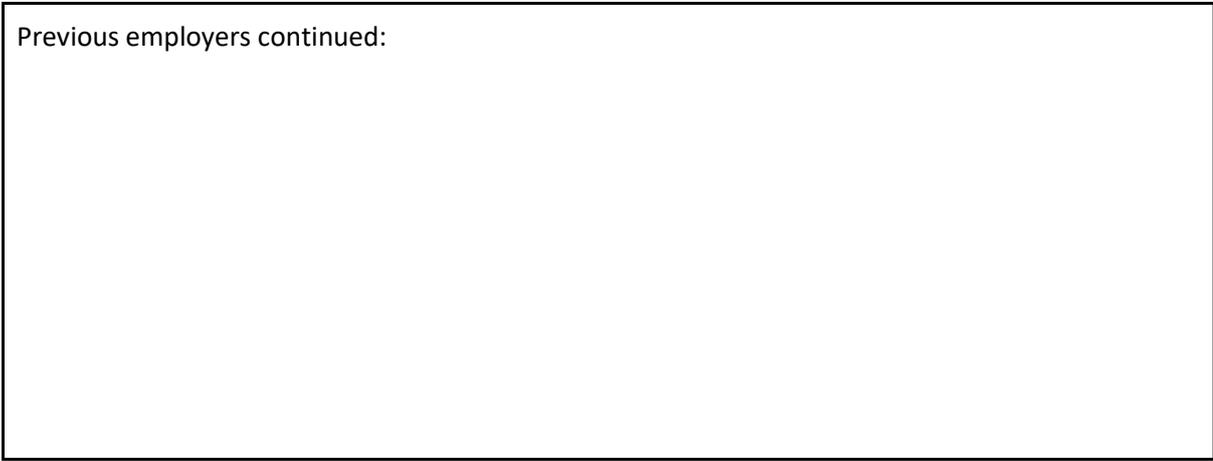
Reason for leaving:

Duties:

Previous employers

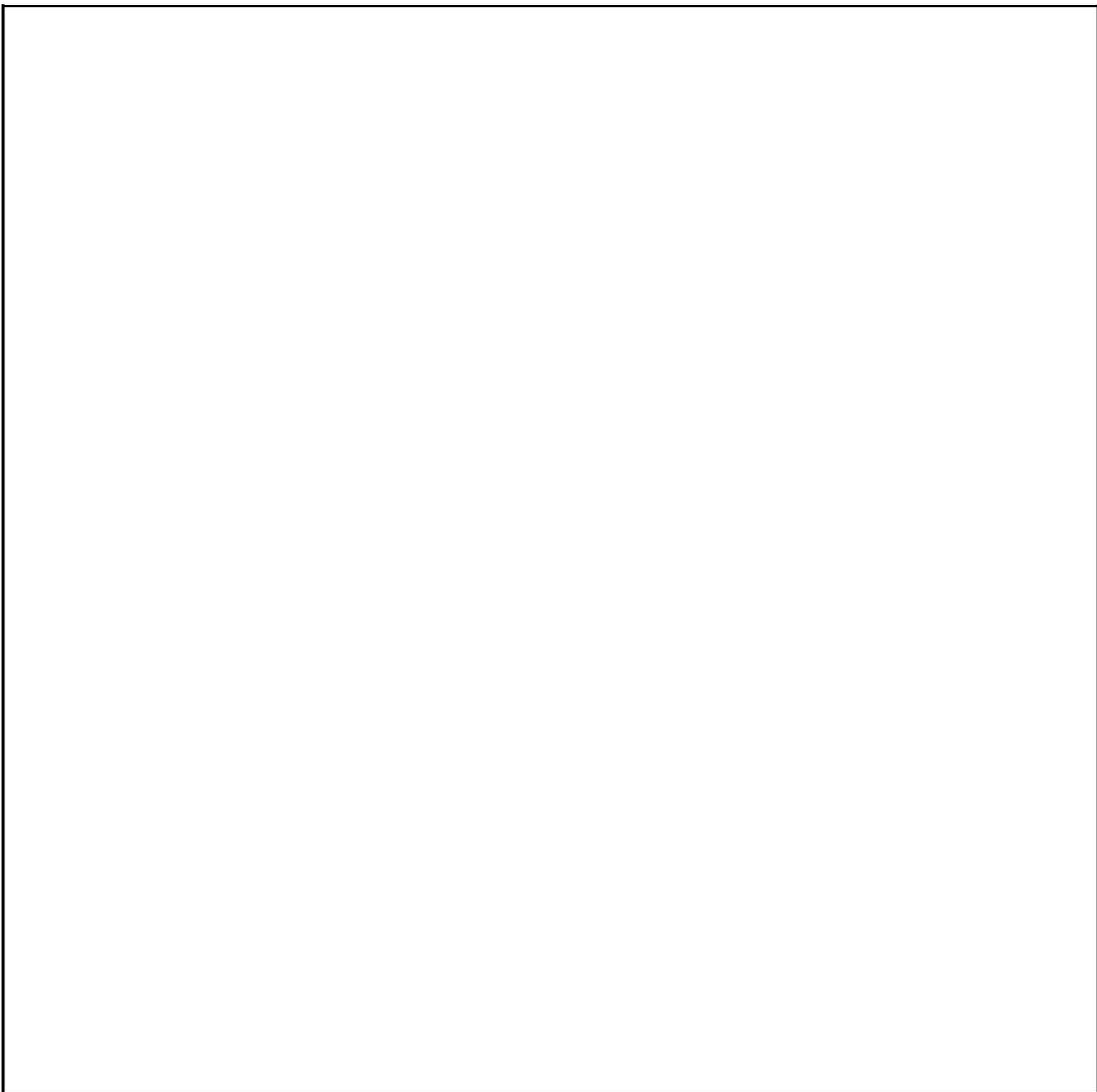
Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Previous employers continued:



Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job. (Please continue on an additional sheet of paper if required)



Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When can you start working for us?

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

Vehicle - Do you have a full driving licence and access to a car for work? Yes/No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Family Support Links

Equality and diversity monitoring form

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact Nicky Fulton, nfulton@family-supportlink.co.uk

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean, or Black British

African Caribbean Prefer not to say

Any other Black, African, or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual
Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None
Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over)
Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say