



## **JOB DESCRIPTION**

**TITLE:** Family Support Worker

**EMPLOYED BY:** Ryedale Special Families

**RESPONSIBLE TO:** Ryedale Special Families Trustees through the Chief Officer

**OVERALL PURPOSE OF THE JOB:**

**Ensure new and existing families have awareness of and access to all RSF services**

**1 post of 22.5 hours per week**

**Annual salary of £14,625 (pro-rata)**

**1 year fixed term contract**

## **PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Welcome new families to RSF and introduce our services to them
- Meet families in their homes and at other settings
- Develop a programme of family social activities in accordance with parent's needs and attend such activities
- Develop contacts with and work with other agencies in delivering the activities
- Undertake monitoring of outcomes and contribute to relevant grant reports
- Contribute to regular communications with families including newsletters, leaflets and social media
- Reduce transport barriers for families
- Coordinate volunteers where appropriate
- Work within the wider RSF team and contribute to the charity aims and objectives
- Undertaking training relevant to the work
- Undertake all administrative tasks appropriate to the post
- Undertake all tasks within the highest levels of confidentiality
- Carrying out all responsibilities and activities within an equal opportunities framework

## *Supporting families of children with disabilities and additional needs*

The role is to provide support to new and existing families who access RSF services. You will have the ability to connect with a wide variety of families, parents and carers, having a clear understanding of the barriers and issues they face as families with disabled children. You will then be able to advise and guide how RSF may be able to help with these.

You will provide a welcome introduction to what RSF can offer by meeting with individual families, listening to their needs and identifying what areas RSF can assist with. You would then support the family to access these services. You will also identify other organisations who could provide assistance and signpost as appropriate. You will then follow up with families and maintain the contact, identifying any further issues and assisting with these where possible. This post is very suitable for parents and carers of disabled children to apply to.

You will organise and attend a variety of family activities, using this as an opportunity to develop relationships with families and encourage links with other families.

You will contribute to the information sent out to the families including newsletters and social media and complete all relevant administration appropriate to the post. You will be fully computer literate.

This is a 22.50 hour a week post, 3 days. You will be expected to visit families' homes across Ryedale and transport costs will be paid. Due to this element, it is essential that you are a car driver and have access to a car. Some of these visits may involve visiting in the evening for the families' convenience. You will also be required to attend family activities, some of which will fall on a weekend (usually a Sunday). Other hours of work can be completed within 'office hours, Monday to Friday and there is some flexibility in how these hours are completed. Some working from home is possible, some work will be undertaken at our base in Old Malton.

The term is fixed for one year, however, it is the intention that further funding will be secured to continue the role beyond the year.

A DBS will be required for this post.

For further information, please contact Lisa Keenan [lisakeenan@ryedalespecialfamilies.org.uk](mailto:lisakeenan@ryedalespecialfamilies.org.uk)

**Closing date 20<sup>th</sup> May 2022**