

Job Description – Early Years Support Worker West Team

The Role:

The Early Years Family Support Worker will offer proactive support and focused intervention to children and families in the early years to empower and support them to be all they can be.

Accountable to: West Team Lead(s)

Place of Work: Dan Young Building with requirement for some travel within the locality to accommodate needs of families.

Hours of Work: 20 hrs - Days worked may vary to accommodate needs of families. The role will necessitate working some hours out with normal office hours, including evening and some weekends.

Main Duties and Responsibilities:

The Early Years Support Worker will:

- Lead the Early Years service in the West team (children 0 to 8 years)
- Facilitate and encourage play, learning and social development of all children within the service between 0 to 8 years and to enable parents/carers to take an active role in their child's development and learning.
- Co-ordinate and facilitate groups according to needs, promoting learning through play, independence, wellbeing and through making friendships
- Manage a caseload of children, parents and carers as agreed with Line Manager
- Where resources allow, offer a family support service to children, young people and adults within the West Team
- Offer support to families at the earliest stage from antenatal scan through their early years
- Work in partnership with colleagues, healthcare and other professionals to support children and families
- Contribute to the Family Support Helpline rota responding to enquiries and requests for support and information
- As part of the family support team, have a duty of care in creating a safe, effective and person centred service for all service users irrespective of age or disability
- Be committed to ensure that service users are safeguarded and protected from harm whilst engaged with any of SBH Scotland's services
- Provide high quality play and learning experiences to enhance children's development, communication and early literacy and numeracy skills.
- Work collaboratively with the Family Support West team and external agencies to develop and enhance support to children & young people and their families within the GIRFEC and best practice frameworks.
- Maintain confidential, accurate and up-to-date records and contribute to evaluation
- Establish and maintain effective communications and working relationships with partner agencies and colleagues to promote the wellbeing of service users.
- Ensure the economic and efficient use of charity resources
- Maintain & respect confidentiality of service users at all times
- Participate in regular supervision, evaluation and actively contribute to service improvement
- Conduct all activities in accordance with policies and guidelines detailed in the Staff Handbook
- Undertake any other duties commensurate with the role as discussed with Line Manager

THIS POST IS SUBJECT TO PVG DISCLOSURE MEMBERSHIP SCHEME

Specification – Early Years Support Worker

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> ➤ Educated to SVQ3/4 level or equivalent level of relevant knowledge/experience. ➤ Experience of working with children & young people in the early years ➤ A current full driving license and use of a car is required. 	<ul style="list-style-type: none"> ➤ Experiences of working with children with additional needs
Knowledge	<ul style="list-style-type: none"> ➤ Knowledge & understanding of early learning through play. ➤ Knowledge of children’s developmental milestones. ➤ Computer literate and able to use databases, social media & mobile technologies ➤ Knowledge and understanding of GIRFEC framework ➤ Knowledge and understanding of Child and Adult Protection and Confidentiality ➤ Experience of working with children and families in a variety of settings ➤ Knowledge of how best to support children. 	<ul style="list-style-type: none"> ➤ Knowledge and understanding of Spina Bifida and/or Hydrocephalus ➤ Knowledge and understanding of partner agencies and support networks ➤ Understanding of attachment and implications ➤ Understanding of additional support needs



<p>Abilities and skills</p>	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills and ability to develop constructive working relationships with identified children and families as well as a wide range of service users, carers and partner agencies. ➤ Proactive, resourceful and willing to contribute to the team in the interests of overall service aims. ➤ Able to make safe judgements in accordance with the organisation’s policies on lone working ➤ Ability to make decisions re the reporting of child protection (and vulnerable adults) issues and to ensure that such decisions are made within the context of the organisation’s Policies. ➤ Facilitator skills 	<ul style="list-style-type: none"> ➤ Creative skills
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ➤ Good communicator with children & young people, parents and carers ➤ Resourceful and empathic, with a commitment to a person centred approach ➤ A “can do” approach ➤ Enthusiastic and willing to learn 	