

### **Job Description**

**Title:** Health Support Worker (16 hours per week)  
**Base:** Sure Start, Society Street  
**Responsible to:** Programme Manager  
**Salary:** NJC Scale Point 14-17 (pro rata for part-time)

#### **Summary of Post:**

To work as a member of the Health Team carrying out a range of duties to support parents and children with a focus on ante-natal and early days. This will include the preparation and delivery of programmes, facilitating group activity and carrying out home visits.

#### **Key Duties:**

1. To facilitate health promotion workshops and events to families and children. This will involve generating ideas, planning, preparation of resources and room set up. This will require some evening and weekend work.
2. To plan, help develop, set up and facilitate groups for parents and/or children, e.g. ante-natal classes, early post natal groups
3. Participate in preparing and organising health promotion resources for Sure Start activity and where appropriate be involved in the evaluation of these activities.
4. To arrange home visits with antenatal mothers when necessary to provide support and guidance.
5. To build relationships with existing parents and encouraging them to become more involved in Sure Start services.
6. To plan creative and effective ways to promote Sure Start services to increase participation from new ante-natal mothers and fathers.
7. To maintain accurate records through clear, concise and timely documentation to attain agreed targets.
8. To refer families to other Sure Start/Voluntary/Statutory services where appropriate.
9. To contribute to evaluation reports and other Sure Start reports as required.
10. To maintain absolute confidentiality at all times.
11. To be familiar with and operate within Child Protection Procedures.
12. To promote Sure Start services as and when required.
13. To adhere to Sure Start policies and procedures.
14. Any other duties as required.

## **Personnel Specification**

### **Essential Criteria:**

- NVQ Level III in Child Care Learning and Development, Health and Social Care or equivalent
- 2 years paid employment experience caring for children under four, or providing family support
- GCSE English and Maths (or equivalent) at Grades A-C or Level 2 qualification in Literacy and Numeracy
- Evidence of good written and spoken communication skills
- IT Skills with the ability to use Microsoft office packages
- Access to transport in order to fulfil the requirement of the post

### **Desirable Criteria:**

- One year's experience facilitating groups on health related topics eg Swimming, Walking, Baby Massage, Baby Yoga

### **Please note:**

Short listing will be carried out in respect of the essential criteria but in the case of a large number of applicants we reserve the right to enhance the short listing criteria to include the desirable requirements.