

Job Description

Title: Support Worker (Ethnic Minority Families) (16 hours)
Salary: NJC Point 5: £19,312 (pro rata)
Base: Sure Start, Society Street
Responsible to: Project Development Manager

Summary of Post:

To increase equality of opportunity of parents and children from minority ethnic backgrounds to engage in Sure Start services through identifying and addressing needs, while developing capacity and building relationships with participant communities.

Key Duties:

1. Develop relationships with ethnic minority families in the catchment area in order to increase participation, provide necessary support and signposting.
2. Accompany Sure Start staff at home visits (Ante-Natal, Post-Natal, Health, Breastfeeding and partner services) to support ethnic minority families with understanding the information provided.
3. Translation or source translation of key Sure Start messages related to speech and language, health, play etc.
4. Support the Developmental Programme for 2-3 Year Old staff and parents at home visits and stay and play events.
5. To plan, help develop, set up and facilitate groups, programmes, workshops and events to families' e.g. ante-natal classes, health workshops, parent group.
6. Liaise with ethnic minority support agencies to develop a list of appropriate services and information in the relevant languages.
7. To help ensure that there is an understanding of culture, its influences and practices within our services.
8. To arrange and book trained interpreters for relevant appointments where necessary.
9. To refer families to other Sure Start/Voluntary/Statutory services where appropriate.
10. To maintain absolute confidentiality at all times.
11. To be familiar with and operate within Child Protection Procedures.
12. To maintain records of visits and provide statistics of work carried out.
13. To be involved in Planning meetings and Sure Start Staff meetings.
14. To adhere to Sure Start policies and procedures.
15. Any other duties as required.

Personnel Specification

Essential Criteria:

- The ability to communicate effectively in English and Polish both orally and in writing
- NVQ Level III in Child Care Learning and Development, Health and Social Care or equivalent relevant qualification
- Two years' experience working with families or in a supporting role in a community/voluntary organisation
- One year's experience facilitating small groups
- GCSE English and Maths (or equivalent) at Grades A-C or Level 2 qualification in Literacy and Numeracy
- IT Skills with the ability to use Microsoft office packages
- Access to transport in order to fulfil the requirement of the post
- To work evenings and weekends as and when necessary to ensure effective delivery of services.

Desirable Criteria:

- Work undertaken with ethnic minority communities within a paid or voluntary capacity
- To be a parent or have significant parenting experience

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.