

Job Description

Title: Health Support Worker (20 hours per week)
Base: Sure Start, Society Street, Coleraine
Responsible to: Programme Manager

Summary of Post:

To work as a member of the Health and Wellbeing Team carrying out a range of duties to support parents and children's health and wellbeing. This will include the preparation and delivery of programmes and workshops, facilitating group activity and carrying out home visits. This post will require occasional evening and weekend work to support all parents/children/caregivers.

Key Duties:

1. To plan creative and effective ways to promote Sure Start to increase new and existing parental participation.
2. To generate ideas, plan, help develop, set up and facilitate groups, programmes, workshops and events to families' e.g. ante-natal classes, early post-natal groups, events for dads/male caregivers etc.
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 parents to register and provide support around health promotion.
5. To build relationships with existing parents and encouraging them to become more involved in Sure Start services.
6. To review, on an ongoing basis, the range of needs families require and communicate these to the Line Manager.
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

Title: Health Support Worker

Salary: CP Scale 3, Point 5-6. Permanent subject to funding

Term: Subject to Funding

Hours: 20 hours per week

The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

ESSENTIAL CRITERIA	Method of Criteria
Qualifications: NVQ Level III in Child Care Learning and Development, Health and Social Care or equivalent relevant qualification	Application Form Certificates checked if successful
Qualifications: GCSE English and Maths (or equivalent) at Grades A-C or Level 2 qualification in Literacy and Numeracy	Application Form Certificates checked if successful
Experience: Two years' experience working with children under four years old and/or 2 years' experience working with families	Application Form
Experience: Evidence of good written and spoken communication skills	Application Form AND Interview
Experience: IT Skills with the ability to use Microsoft office packages	Application Form AND Interview
Other: Candidates must have access to a form of transport which will permit them to meet the requirements of the post in full	Application Form
Desirable Criteria 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.	
Desirable Criteria	
One year's experience facilitating groups on health-related topics e.g. Walking, Baby Massage, Baby Yoga	Application Form AND Interview