



Job Description

Two Family Support Workers

Hours per week: Part-time

supporting 24/7 support

across the team (open to

discussion of cross team

working and/or number of

hours)

Includem are supporting the development and delivery of the Bairns' Hoose across West Dunbartonshire, Argyll and Bute. The Bairns Hoose is a national programme enhancing how child protection services are delivered across Scotland. The vision of Bairns' Hoose in Scotland is for all children who have been victims of or witnesses to abuse or violence, as well children under the age of criminal responsibility who may have caused harm or abuse, to have access to trauma informed recovery, support and justice. More information on the Bairns' Hoose can be found at bairnshoosescotland.com

West Dunbartonshire and Argyll and Bute have jointly commissioned includem to provide whole family support services aligned to the Bairns Hoose project, providing a responsive Service across a significant geographical area, supporting children or young people aged 0-18, who are assessed as requiring Bairn's Hoose service and will be supported by includem's 24/7 Helpline.

Job Summary

Our **Family Support Workers** are contracted to be available to provide essential Whole Family Support from 0800hrs to 2200hrs, five days over seven across West Dunbartonshire, Argyll and Bute and will support the includem 24hr helpline.

Family Support Workers will lead the provision of relationship-based support delivered to young people and families in the community and to promote positive outcomes in line with the values and principles of includem.

The appointed workers will manage their own caseload ensuring support plans are developed with the young person to respond to their individual needs and support them to improve outcomes in line with GIRFEC principles and includem's model of support.



The Family Support Worker will be expected to actively demonstrate leadership and ownership over effective service delivery to young people and families, by managing outcomes through the use of line managers, colleagues, and organisational tools, processes, policies, and procedures.

Key Responsibilities

The key responsibilities of the Family Support Worker include, but are not limited to:

Service Delivery

- To build relationships and deliver outcome-based support to young people and families, involving all key stakeholders.
- To be available for young people and families at critical times.
- To explore values and attitudes with young people in a supportive manner, to affirm and validate their feelings and ideas, and nurture and confirm their learning.
- To ensure a focus on regular and appropriate case progression to help young people and families recognise progress.
- To assess and respond appropriately to situations where young people and/or families may be at risk of harm.
- To actively participate in the delivery of the Includem Helpline service so support is available for young people and families 24/7.
- To support with crisis management and generate solutions for young people and families using the Helpline, with risk enablement being at the heart of professional judgement and decision making.

People

- To understand the different coping mechanisms that young people and their families use to deal with stress and high emotions, and to respond appropriately.
- To demonstrate professional resilience when providing support with sensitive or challenging issues.
- To use a strengths-based approach to empower individuals facing adversity to find solutions and make positive changes, ensuring resources are in place to sustain these changes.
- To establish mutually trusting, open and non-judgemental relationship with young people and their families.



- To encourage and lead collaborative team work to provide a 'scaffolding of support' around each young person and their family whilst developing relationships with wider community resources.
- Offer support to young people within their own communities and support them to access resources locally.
- To respect and value the contribution of wider stakeholders and the delivery of Includem services.
- Any other duties as designated by your line manager.

Influence

- To build relationships with Local Authorities with varying demands and priorities.
- To ensure young people and families are empowered to make informed choices.
- To support young people and families to effectively communicate with others.
- To work with young people to identify goals aligned to wellbeing indicators and to positively influence progression towards these goals.
- To reflect on practice, share learning and promote continuous practice improvement within a team setting.
- To articulate and endorse the Includem framework of intervention and the key aspects of the service delivery model to a wide audience.
- To role model appropriate practice standards and professional boundaries to others.
- To ensure a high-quality service is delivered to young people and families.
- Demonstrate understanding of your impact on people and how they might see you.
- To develop partnership working within communities.

Resources

- To plan time effectively to meet the needs of young people and families to ensure the service is available 24/7, 365 days per year.
- Family support workers in this team are **office-based** with the requirement to travel within West Dunbartonshire and Argyll and Bute to meet families accessing their local Bairns' Hoose. This will require overnight stays where distance does not allow for same day travel.
- To maintain and produce accurate and timely records and reports.
- To ensure support is delivered in line with Includem's Policies Procedures, SSSC Codes of Practice & National Guidelines.

Quality Assurance

- To be accountable for the quality of your work and responsible for any work delegated to others within the Includem support, and be able to evidence this work effectively.
- To actively participate in formal supervision and continuous professional development.
- To have an overview of the work delegated to other Includem workers involved in delivering individualised support to your young people.
- To generate creative and new solutions to issues faced by young people and families.



Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
Technical Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • Experience of effectively engaging vulnerable young people and families who are likely to have faced challenging life circumstances and supporting them to achieve positive change. • Ability to recognise situations in which people are in crisis or at risk and able to use support to determine appropriate interventions. • Ability to respond flexibly to changing situations led by the needs of young people and families. Ability to provide emotional, practical, and social support to young people and families. • Ability to routinely evidence practice, including contributing to formal reports. • Reliability and commitment to deliver the relationship-based model of intervention. • Ability to demonstrate, understand apply our organisational values which are clearly aligned to the SSSC Codes of Practice. These are embedded in all roles and applicants must evidence their attitudes/behaviours as part of the application process: <ul style="list-style-type: none"> - Respect - Collaboration 		<p>Application process</p> <p>Group stage interview</p> <p>Individual interview</p> <p>Internal individual interview</p>



	<ul style="list-style-type: none"> - Participation and Dignity - Empowerment 		
Education / Qualifications	<ul style="list-style-type: none"> • SVQ Level 3 or appropriate professional qualification for SSSC registration 	<ul style="list-style-type: none"> • Willing to work towards SVQ Level 3 or appropriate professional qualification for SSSC registration. 	Application process Group stage interview Individual interview
Other Requirements <i>[soft skills e.g., communication / organisational skills etc]</i>	<ul style="list-style-type: none"> • Ability to drive and have access to your own car for work purposes. • Excellent organisational and planning skills. • Effective team player who is also confident working independently. • Self-motivated and flexible. • Excellent communication skills, both written and verbal. 		Application process Group stage interview Individual interview

Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	



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includem.org

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