

## Job Description and Person Specification

**JOB TITLE:** Assistant Family Support Practitioner – Petworth, Midhurst and Storrington  
**DEPARTMENT:** Community Services  
**SUPERVISED BY:** Senior Family Support Practitioner  
**REPORTS TO:** Director of Services

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### Core Purpose

The post holder will contribute to the work of CDAFSW as an Assistant Family Support Practitioner, working with families facing multiple complex problems who live in the designated geographical area under the guidance of a Senior Family Support Practitioner (SFSP)

The post holder will offer a service to parents on a one-to-one basis, by offering confidential home visits as well as activity sessions, days out and short break holidays. The Practitioner will also signpost families to other services as appropriate. The post holder will be expected to attend local and Deanery support groups and other events as appropriate.

### Working relationships

#### Internally:

The CEO  
Director of Services  
Senior Support Practitioner  
Other Family Support Practitioners  
The Fundraising Team  
The Administration Team  
Volunteers  
Deanery/ local support groups and committees

#### Externally:

Local voluntary and statutory agencies  
Deanery and Parish representatives  
Local schools

### Responsibilities

- Work within designated areas
- To support the Practitioner with the development and management of any groups, drop ins or services within your designated area
- Work alongside the volunteers within the area of work

- Ensure that individual responses reflect the individual needs of each service user working with the SFSP
- Use the resources of the Association to provide positive and socially inclusive opportunities for parents and their children
- Support the SFSP as they increase/maintain parenting ability and thereby reduce the numbers of children identified as 'at risk' or 'in need'
- Facilitate the establishment of self-help groups identified by the community, which will promote further emotional well-being between parents, children, families as directed by the SFSP
- Work with SFSP & possibly other team members to offer training in parenting skills.
- Facilitate and empower parents to return to skill-based training or work
- Maintain a caseload with confidential written records and work within the General Protection of Data Regulation Act
- Establish effective working relationships within the Deanery by giving talks to deanery committees, or elsewhere, as required
- Recognise and accept that the Association is part of the Christian Mission of the Chichester Diocese to people of Sussex and the surrounding area, having sympathy for Christian ideals.
- To work in accordance with the CDAFSW Child & Adult Safeguarding policies 2023-24 and within the Pan Sussex Child Protection and Safeguarding procedures.

#### **Administrative matters**

- Work in accordance with FSW policies and procedures.
- To actively participate in the FSW training programmes
- Work effectively with all departments across the organisation to maximise opportunities and help achieve the wider organisational goals
- Take part in Staff meetings.
- Maintain confidentiality and professional boundaries in dealing with sensitive information pertaining to staff, clients and supporters.
- Pass all matters of an operational nature (i.e. relating to FSW services) to the SFSP in the first instance.
- Perform any other reasonable task as required by FSW.
- Duties will inevitably develop and change as the work of the Association changes to meet the needs of our service. FSW reserves the right periodically to vary job descriptions. This job description will be supplemented on a regular basis by individual objectives derived from Association's strategies.
- Where an applicant or existing employee is, or becomes, disabled (as defined by the DDA) and informs the Association fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

<b>GENERAL TERMS AND CONDITIONS OF POST</b>	
<b>Duration of Post:</b>	3 years
<b>Working Hours:</b>	37.5 Hours per week
<b>Salary:</b>	£25,000 - £30,000
<b>PLACE OF WORK:</b>	Home Working with travel across the area
<b>Probation Period:</b>	Three months
<b>Notice Period:</b>	One month
<b>Pension Scheme:</b>	FSW operates has a workplace pension scheme managed by the Church Workers Pension Fund
<b>APPROVAL OF JOB DESCRIPTION – FSW</b>	
<b>Compiled By:</b>	MAL/EW
<b>Compilation Date:</b>	4 January 2024
<b>Review Date;</b>	04 January 2026

## **Person Specification: Assistant Family Support Practitioner**

The post holder will be in sympathy with the Christian ethos of FSW.

### **Education and Qualifications**

Desirable- Level 2 or Level 3 Diploma in Health and Social care or equivalent

### **Skills and experience**

- 1 year's social care experience with children and families or other related field
- Ability to manage lone working whilst being part of a small team
- Understanding of the needs of families living with complex issues
- Working knowledge of current childcare, Child Protection and Safeguarding legislation

### **Attitude and Approach**

- Proactive, dynamic, and self-motivated
- Have initiative, energy, and enthusiasm
- Team player
- Ability to follow procedures and regulation.
- Commitment to delivering a high-quality service.
- Strong team working orientation, with the ability to work collaboratively with staff and volunteers at all levels.

### **General**

- Must be able to work within the FSW philosophy and values.
- Ability to demonstrate effective oral and written communication
- IT literate with experience of the Microsoft Office, Lamplight Database and Family Outcome Star or similar systems.
- Must be able quickly to develop a comprehensive understanding of confidentiality within the organisation as a whole.
- Ability to work within professional boundaries when working with clients and the public.
- High degree of flexibility required as working unsociable hours may sometimes be required.
- Personal commitment to, and understanding of, equal opportunities and a proven ability to work within a diverse work culture.
- Car owner/driver as this role will require the ability to travel around the designated area. Travelling expenses will be paid from the relevant office base.