



Bank Relief Family Time Worker

Job Description and Person Specification

JOB DESCRIPTION	
<p>AVENUE: Avenue is a charity that provides support to families and individuals across the North East of Scotland, with a focus on relationships, wellbeing and children. We offer a range of services to encourage personal growth, strengthen relationships, promote family wellbeing, support children and enable healthy environments for all. We are working towards a world in which happy, healthy people enjoy harmonious and respectful interactions in all aspects of their lives.</p>	
Values:	<ul style="list-style-type: none"> • Effectiveness • Integrity • Respect • Credibility • Innovation • Independence • Empathy
Aims and Objectives:	<p>To strengthen families' abilities to overcome challenges, building their capabilities to love and care for their children and provide secure relationships and environments.</p> <p>To facilitate and support the provision of Family Time and ensure it is child focused, providing a safe environment that enables relationships to build.</p> <p>To make a positive impact on the lives of children and families and promote their well-being.</p>
Main Duties:	<ul style="list-style-type: none"> • To support and facilitate all levels of Family Time, including supervised and supported time and handovers. • To work in collaboration with colleagues to provide a welcoming, friendly and safe environment for the families using the centre. • To communicate effectively with children and families having Family Time in a relationship-focussed and trauma-informed manner to support relationship building. • To support the Family Time Team to assist parents to break down barriers to family progression and wellbeing.

	<ul style="list-style-type: none"> • To maintain accurate and up-to-date case and session notes on the database in a timely manner as required, according to the standards laid out by Avenue, and to enable professional report compilation. • To ensure that all members of the family are treated with respect and integrity by maintaining confidentiality and handling sensitive situations with professionalism and empathy. • To undertake all relevant monitoring and evaluation as required by the service. • To work with colleagues in the Family Support team to support learning and develop provision through the sharing of best practice. • To develop and maintain effective working relationships with all colleagues at Avenue. • To undertake all training as required in order to meet the demands of the role. • To ensure compliance with Avenue's processes, policies and procedures, in particular Data Protection, Confidentiality, Safeguarding and Child Protection, Equality and Diversity, and Professional Boundaries. • To undertake any other reasonable duties, as requested by your line manager.
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PERSON SPECIFICATION	
REQUIRED KNOWLEDGE, EXPERIENCE, AND SKILLS	ESSENTIAL/DESIRABLE
Relevant experience of working in a professional capacity with children and/or families	E
Proven ability to work as part of a team	E
Excellent interpersonal and communication skills, both written and verbal, including listening and observational skills	E
Understanding of the importance of safeguarding and child protection	E
Ability to work at weekends, weekdays and evenings on a relief basis	E
Commitment to communicate availability to the Family Time manager in a timely manner, and be a reliable and trustworthy member of the team	E
High standard of IT literacy, including ability to use Office 365	E
Enthusiasm to further your learning on the service and its effects on a child	D
Relevant training and/or qualification (for instance in social care, working with children)	D
Knowledge of child development	D
Demonstrable experience of conflict management	D
Experience and understanding of working with diversity and providing a service that supports equality and addresses stigma	D