

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>	
<p>VALUES:</p>	<ul style="list-style-type: none"> • Effectiveness • Integrity • Respect • Credibility • Innovation • Independence
<p>AIMS:</p>	<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 support the provision of family time and ensure it is child-focused.</p> <p>To make a positive impact on the lives of children and families.</p>
<p>OBJECTIVES:</p>	<p>To facilitate family time for families, providing a safe environment that enables relationships to build.</p> <p>To support the work of the Family Support team at Avenue.</p> <p>To promote the well-being of children, parents and families.</p>
<p>MAIN DUTIES:</p>	<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, safe environment for the families using the centre.
- To support the Family Support team to assist parents to break down barriers to family progression and wellbeing.
- To ensure the safety of all children, family members and colleagues using the service.
- 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.
- 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.

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 observation 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 service manager in a timely manner, and be at all times a reliable and trustworthy member of the team	E
Relevant experience of working in a professional capacity with children and/or families	E
High standard of IT literacy, including ability to use Office 365	E
Experience and understanding of working with diversity and providing a service that supports equality and challenges stigma	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