**Job Description for**

**Family Support / Community Development Worker**

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| **Job Title** | **Family Support / Community Development Worker** |
| **Overall Purpose**  **of the Job:** | To work with the Project Manager to implement the Centre’s work plan so that local families are supported and encouraged to function more effectively and so that the local community is a good place for children to grow-up in. |

**Key Areas of Work**

**Community Based Family Support**

* Promote local target group involvement in the Centre
* Deliver a range of family supports in the community in line with the Centre’s Work Plan, including community events - to support and promote community development and family support activities. To identify needs and provide supports to families, individuals and target groups. To work holistically and in partnership to find solutions, including participation in local groups, activities and KBFRC programmes.
* Ensure that the work of the Centre is in keeping with the aims and objectives of the Family Resource Centre Programme
* Provide support and information to individuals and groups that are disadvantaged - support the development and implementation of a range of supports to include a referral and record keeping system documenting family support interventions. Including supports/referrals/Meitheals and other Tusla structures supporting work with families where required
* To network with local community partners and relevant statutory and voluntary agencies to promote inter-agency partnerships and collective action in addressing the needs of target groups and families in the local community
* Teamwork and communication- to work as part of a close-knit team, which includes the Voluntary Board of Directors. To discuss responses to issues emerging at a local level with the manager and staff, in order to promote and support local voluntary and community activities that benefit target groups and address disadvantage and inequality
* Administrative tasks – to carry out relevant and necessary administrative tasks including confidential record keeping, report writing, assisting with funding applications and participation in planning, review and evaluation of the work of the Centre as required.

**Specific areas of work**

* Develop and support community initiatives that address the needs of local families/parents & youth).

**General**

* Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Board of Directors and the Manager
* Participate in relevant training
* Any other tasks that may be assigned by the Project from time-to-time

**Other Relevant Information**

**Hours of Work**

* The post will be part-time – 10 hours per week
* The hours of work will be agreed between the Family Support / Community Development Worker and the Manager. The Family Support / Community Development Worker will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
* A ten-month probation period will apply.

**Accountability**

The Family Support / Community Development Worker will be responsible to the Manager and to the Voluntary Board of Directors.

**Confidentiality**

The Family Support / Community Development Worker will observe confidentiality at all times in relation to Centre business.

**Salary**

The salary will be commensurate with qualifications and experience and will not be less than €33,489 per annum (pro-rata for part-time positions).

**Holidays**

You are entitled to 26 days annual leave (pro-rata for part-time positions).

**Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.