



<b>Job Title:</b>	Family Support Project Workers
<b>Type of contract:</b>	x2 Ongoing
<b>No of hours:</b>	35 hours per week minimum
<b>Responsible to:</b>	Area Manager
<b>Location:</b>	Galway City & County
<b>Annual leave:</b>	29 days per year

### **About Foróige**

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 600 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 500 Foróige Clubs and over 200 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies.

The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding.

Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

### **Role information**

The aim of the Family Support Service Project is to provide Family Support Services for children, young people and families in their own community. The Project Worker will provide intensive family support to children, young people and their parents who are experiencing adversity in response to individual and family need.

### **Key Responsibilities**

The successful candidates will be employed by Foróige and will be given a contract of employment for a fixed term. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

The duties of the Project worker in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Board of Foróige and/or its Chief Executive and/or the nominee of the Chief Executive from time to time. These duties will include but are not limited to:

1. Maintain a safe, comfortable and therapeutic environment for those attending the service at all times.
2. Support families in their own home and community.
3. Provide practical support such as home visits, budgeting, daily routines, diet, hygiene etc
4. To maintain children in their families and to minimise the occasions when a child/young person may have to be received into care.
5. Meet with referrers to discuss the needs of individual families/children/young people.
6. Carry out assessment of individual family/young person needs in partnership with family and other key personnel.
7. Formulate and implement a plan of work designed to meet families' needs.
8. To build appropriate professional relationships with families and young people and encourage families and young people to identify support needs at an early stage.
9. Work as part of a team in organising and running programmes for those attending the project.
10. Work with young people on a one to one and group level, addressing issues such as behavioural issues, anger management & personal hygiene.
11. Promote the skills of positive parenting.
12. Respond to families in crises.
13. Adhere to Foróige and Health Service Executive procedures concerning the neglect or abuse of children.
14. Attend training to update knowledge and skills in the area of Family Services including volunteer recruitment training and support.
15. Maintain records and prepare reports using current administrative and I.T. systems.
16. Attend team and other meetings including case conference and family meetings as required.
17. Carry out review/evaluation of the effectiveness, efficiency and quality of service.
18. Contribute to the on-going development of the service.
19. Participate in out-of-hours work, weekend work, and residential trips as required.
20. Promote access to the service for families/young people within the community. Contribute to the on-going development of the service.
21. Work in conjunction with other agencies, schools and community groups in servicing the needs of families, children and young people in the area.
22. Identify gaps in service provision in the area and work in collaboration with the community in addressing these gaps.
23. Establish contacts with and work in co-operation with local agencies to provide a range of health related services to referred families.
24. Offer information and advice as appropriate to families
25. Initiate and facilitate meetings which include drawing in the support of extended family/friends.
26. Carry out work in accordance with a community development ethos.
27. Participate in regular case work supervision with project leader and supervision with line manager.
28. Any such other relevant requirements as the Board of Foróige and/or its Chief Executive Officer or nominee shall deem necessary for the effective implementation of Foróige's policy and programmes.

### **Qualifications and Experience (all Essential requirements)**

Candidates must, on the latest date for receiving completed application forms for the office possess:

- A professional qualification in the field of child & family care

e.g. NCEA Diploma in Child Care/Social Studies or equivalent qualification in one or more of the following:

- ☐ NQSW/Social Work
- ☐ Psychology
- ☐ Youth Work

- A minimum of 2 years employment (working with vulnerable children and families) in a similar or related field.
- Experience of planning, implementing and reviewing programmes and interventions with children and families.
- Experience of working in partnership with families in the community.
- Access to car and full driving licence.
- Willingness to transport clients in own car.
- Have a clear knowledge and understanding of Family Support and demonstrate an understanding of the Children and Family Agency.
- Have a clear knowledge and understanding of related legislation and policies including the Child Care Act (1991); Children First (2011) The National Guidelines for the Protection and Welfare of Children.
- Demonstrate evidence based knowledge in making decisions regarding client care. Be able to demonstrate a theoretical knowledge of Child Care and Family Support.
- Demonstrate excellent evaluation skills and an understanding including practice examples of measuring outcomes.
- Demonstrate a clear knowledge and understanding of Child Protection and Family Support Services and how they link with other Child and Family Services.
- Demonstrate an awareness and understanding of current best practice methods and trends in supporting families.
- Demonstrate evidence of understanding the issues and needs confronting vulnerable families
- Have a clear knowledge and understanding of the work and purpose of Foróige and be able to demonstrate an understanding and competence in working with volunteers.

#### Team Working and Partnership Skills

- Demonstrate a working knowledge of the issues surrounding interagency working and interdisciplinary work and be able to demonstrate times when you practiced interagency and interdisciplinary working effectively.
- Experience of developing and maintaining a partnership approach in working with families and be able to demonstrate practice examples of same including an awareness and appreciation of the service users.
- Demonstrate ability to recruit, train and support volunteers and volunteer led programmes.

#### Interpersonal & Communication Skills

- Demonstrate effective interpersonal and communication skills including: the ability to relate well and build relationships with service users and peers; empathising and focusing on the service users; motivating the service user to make changes in their lives; the ability to present information in a clear and concise manner.
- Demonstrate evidence of creativity in working with families.

#### Planning and Organising Skills

- Demonstrate evidence of effective planning and organization skills; the ability to assist families in the development of and implementation of their family plan.
- Demonstrate evidence of group facilitation skills; the ability to give constructive feedback to encourage learning; the ability to facilitate and manage groups.

#### Skills in Initiative & Innovation

- Demonstrate evidence of effective negotiation skills including conflict resolution and de-escalation skills.
- Demonstrate evidence of being able to cope and work in stressful situations.
- Demonstrate ability to manage deadlines and effectively handle multiple tasks.
- Demonstrate evidence of times you showed initiative and innovation in working with children and families including overcoming barriers to participation; show evidence of innovative thinking in delivering work.

#### Administration

- Demonstrate evidence of effective written reports including reports for court.
- Demonstrate evidence of competent computer skills.
- Demonstrate evidence of working in a flexible manner including the ability to be personally highly motivated.

### **Person Specification (all Essential requirements)**

- Ability to build and maintain effective relationships with young people
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent standards of accuracy and attention to detail
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills in both Irish and English.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word, Excel, Internet, PowerPoint and Social Media

### **Requirements of all Foróige staff (all Essential requirements)**

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by the Board of Foróige and /or the Chief Executive Officer of Foróige or their nominee from time to time

### **Additional Considerations for the Role**

**Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

- References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
- Annual Leave:** The Project Worker will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** The Project Worker will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work some late evenings (up to 11pm) and some weekend work.
- Salary:** The salary for this position will be paid in line with Foróige's Youth Worker scale €38,558, €40,163, €41,769, €43,376, €44,982, €46,592, €48,201, €50,601, €53,001.
- Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Base:** The employment base for this post will be Galway City. Exact location to be confirmed upon appointment.
- Applications:** Applications should be made by way of the [Foróige job application form](#) available [here](#).