

Job Description

Job Title:	Family Support Worker <i>1 x 28 hrs (Fixed term contract for 2 years)</i>
Responsible To:	Counselling Team Co-ordinator / Director of Services
Location:	Belfast and across Northern Ireland
Hours:	28 Hours per Week
Contract:	Permanent
Salary:	Salary Band: £30,151 - £32,020 Pro Rata

Overall Purpose of Post

To assist the Family Support Service Co-ordinator in providing a professional family support service for families throughout Northern Ireland who have been affected by a diagnosis of cancer.

Key Responsibilities

- To assist with the development and delivery of Cancer Focus NI's family support service within Northern Ireland.
- To assess the needs of families referred to the service and develop and implement appropriate care plans and therapeutic interventions in consultation with the family.
- To refer families to other services as appropriate.
- To facilitate groups as required, such as, Family Night, Bereavement Groups, Parent Groups, Teen Groups etc.
- To assist the Family Support Service Coordinator in the development of appropriate resources for families and health care professionals.
- To liaise with other members of statutory health care or social care teams involved with the family.
- To assist in evaluating the effectiveness of the family support service through regular review and audit.
- To participate in and contribute to educational programmes for other health professionals, organisations and agencies as appropriate.
- To exercise autonomous professional responsibility based on the Code of Professional Conduct and Ethics of the post holder's professional body.
- To attend regular external professional supervision.
- To participate in ongoing training and continuous professional development.
- To participate in meetings with funders or potential funders or assist at fundraising events if appropriate.
- To maintain high standards of administration, including client and family record keeping and statistics.
- To assist the Family Support Service Coordinator in ensuring high levels of service user engagement in the planning, development and delivery of the Family Service.
- To assist the Family Support Service Coordinator in the development and implementation of the Young People's parliament and engagement programmes.

- To comply with Cancer Focus NI policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, Confidentiality of Information, Child Protection, Vulnerable Adults and Record Keeping.

Personnel Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A recognised qualification in nursing; teaching; counselling; art therapy; play therapy or a creative therapy registered with the Health and Care Professions Council. 	<ul style="list-style-type: none"> • Educated to degree level • Training Qualification
Experience	<ul style="list-style-type: none"> • At least 2 years post qualification experience working as a registered practitioner or teacher. • Evidence of two years' experience working with families and children. • Experience of working in the Voluntary or Health and Social Care sector or equivalent. • Experience of working with and facilitating therapeutic groups. • Evidence of creativity and innovation whilst working on projects involving families and children 	<ul style="list-style-type: none"> • Experience of working within the cancer sector demonstrating knowledge and understanding of the needs of cancer patients and their families. • Experience of developing and providing training days and programmes. • Able to demonstrate experience of service evaluation and monitoring systems and procedures.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to manage a large workload with competing priorities. • Ability to show initiative. • To be IT proficient including in the use of spreadsheets and databases. 	

Personal Qualities	<ul style="list-style-type: none"> Enthusiasm, drive and commitment to continuous improvement. 	
Other	<ul style="list-style-type: none"> Applicants must hold a full current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post. 	

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the postholder.

This post may require occasional evening or weekend work and will require an element of flexible working.