**Job Description**

**Reference: CP0325SW**

**Job Title:**

Relief Family Support Worker

**Reporting to:**

Employer, who is the mother of the two children

**Location:**

Peterhead

**Nature of the job role:**

On a relief basis – covering annual and sick leave

To support Mum in caring for her children, whilst they are in her care and to

accompany them on outings/outdoor activities

To have an understanding and awareness of what it means to someone who has to rely on

support to care for their children. To be able to allow mother to be in the parenting role

Should have a young outlook to life, like to have fun, play games and take part in activities’

To allow the family the space where and when appropriate. Be able to help meal preparation as

required . To ensure the children are supervised and safe in their home and at activities

To collect children from school and drop off back home

**Hours of work:**

**Relief - 45 hours and 7 s/o every second week**

Sunday 19.00 to 23.00 - s/o

Monday - 07.00-09.00 drop to school - 19.00 - 23.00 s/o

Tuesday - 07.00-09.00 drop to school - 19.00 - 23.00 s/o

Wednesday- 07.00-09.00 drop to school - 19.00 - 23.00s/o

Thursday - 07.00-09.00 drop to school - 19.00 - 23.00 s/o

Friday - 07.00-09.00 drop to school - 19.00 - 23.00 s/o

Saturday 07.00 - 10.00 then 19-23.00

Sunday 0700 - 1000

**Rate of Pay:**

**£12.66 per hour plus sleepover rate @ £55.99**

**Main duties:**

* to pick up the children from their father’s home at 3 pm and to drive them to their mother’s home. To supervise the children and to see to their overall needs, whilst they are with their mother.
* Light household duties, including tidying up after the girls’ activities, as directed by the mother.
* Prepared meals snacks as required
* To take part in activities
* To have awareness, when family require space
* To allow mum to be a parent, but to support when required
* Be sensitive, respect the privacy and confidentiality of personal information
* Work according to guidelines
* Any other duties consistent to the role and authorised by the employer.

**Supervision and reporting relationships:**

The Family Support worker will be directed by and accountable to the employer, who is the mother of the children. It is necessary to ask the employer what is required and to observe her directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year).

**Training:**

Relevant training will be provided and paid for by the employer.

Child Support& Protection

First Aid

Food Hygiene

**References and Disclosure Scotland Check:**

A reference from 2 employers, one of which should be current or recent is required.

**Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme.** Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

**Person Specification:**

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| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | * Experience of caring for and supporting young children * Experience of doing light household duties | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training * Member of PVG Scheme or be prepared to join at own expense | SVQ Level II in Child Care |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively * Use own initiative/self-motivation * Good Inter-personal and social skills * Form and maintain positive relationships * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Maintaining dignity and privacy of the family. |  |
| Qualities | * Kind and caring * Honest and trustworthy * Empathy * Likes being active * A sense of humor and fun loving * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Driving license and access to car * Business insurance on own vehicle would be requested |  |