

Dear Applicant,

Re: PROJECT SMILE Family Support Worker

Thank you for your interest in the post of PROJECT SMILE family support worker. Enclosed is the application pack, which includes:

- The job description
- The person specification
- The conditions of service
- The application form
- Background information on THE FED
- Equal Opportunities Monitoring Form

To be considered for the post please return your completed application form. You will be charged 50% for the CRB i.e. £22.00, when you have worked for us for 6 months you will get this money back otherwise the cost will go towards our admin costs.

You will be informed by letter whether or not you will be invited for interview.

Successful candidates will have to attend induction training on *to be confirmed*. There will be a day of take home training and it may be necessary for you to attend a 4th day induction on Jewish Awareness.

Thank you once again for your interest.


Yours sincerely

Simon Gears
Project Smile Administrator

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FAMILY SUPPORT WORKER
PERSON SPECIFICATION

You must include information in your application which demonstrates how you have the essential attributes outlined below.

Essential Criteria	How Assessed
<ol style="list-style-type: none"> 1. Ability to take full responsibility for children including personal care- bathing feeding, nappy changing 2. Ability to form good working relationship with parents/carers. 3. Ability to be able to form a good working relationship with children who have a physical/learning disability. 4. Ability to work in unsupervised settings. 5. Ability to work as part of a team. 6. Sensitivity to cultural/religious needs of Jewish people. 7. Ability to liaise/work closely with other professionals. 8. Willingness to work flexible hours (as in Job Description). 9. Understanding of and commitment to Equal Opportunities. 10. Previous experience of working with children. 	<p>Must be demonstrated through your application form and an interview.</p> 
<p>Desirable (You will still be considered if you do not have the following experience).</p>	
<ol style="list-style-type: none"> 1. Previous experience of working with children with a disability. 2. Ability to cope with challenging behaviour from the child. 	<p>Assessed through your application and interview.</p> <p>Assessed through your interview only.</p>

Job Description

Title:	Family Support Worker
Salary:	£6.63 per hour – weekday £7.75 per hour – weekend
Department:	Director of Services
Location:	Heathlands Village, Prestwich
Accountable To:	PROJECT SMILE Manager

Main Purpose:

1. To provide culturally appropriate respite support for Jewish families in need in Greater Manchester.
2. To offer support to families with a child with physical/learning disability.
3. To offer support to families with a parent/carer who suffers from ill health/disability.

Main Duties and Responsibilities:

1. Provide practical support to Jewish families in need in Greater Manchester.
2. Provide practical support within the home, relieving parents of tasks including bathing, feeding and nappy changing
3. Provide practical support for Jewish family with parent/carer suffering ill health/disability.
4. Provide appropriate play and leisure opportunities for the children.
5. Accompany the child with disability to appropriate youth/leisure activities.
6. Offer support to siblings in order to provide respite for the parents.
7. Make relevant professionals aware of the needs of the family.
8. At all times ensure the effective and efficient use of THE FED resources.

Job Activities:

1. To provide practical help within the home, relieving parents of tasks related to the care of the child.
2. To provide a break for parents by taking the child out, and providing opportunities for him/her to participate in new and age related experiences.
3. To work with the child at home to develop education and skills, in conjunction with parents and other professionals.
4. To care for the child, and if appropriate their siblings, to allow the parents respite.
5. If appropriate to provide transport for the child to attend activities.
6. To provide a flexible response to the needs of the family, including other non-specified duties, which must be authorized by your line manager.
7. To make your line manager and other relevant professionals aware of the needs of the family.
8. To liaise with the THE FED staff and all relevant professionals.
9. To maintain up to date records of your work with each family in line with the agency's requirements.
10. To attend all team meetings and training sessions unless given prior exemption by your line manager.
11. To identify and report to your line manager, policy and service deficiencies and contribute to the development of agency policies, procedures and services.
12. To be willing to undertake training identified by self or management as appropriate.
13. To be willing to work mainly 'unsociable' hours including early morning, tea time, evenings and weekends.
14. To act always in accordance with agency policy relating to equality of access and opportunity, so as to ensure a non-discriminatory provision of service.

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CONDITIONS OF SERVICE

JOB TITLE	PROJECT SMILE – Family Support Worker
RESPONSIBLE PERSON	Carol Moffatt – PROJECT SMILE Manager
STARTING DATE	TBA
PLACE OF WORK	Variable dependent on client needs.
SALARY (as at April 2010)	Basic rate £6.63 per hour.
LEAVE ENTITLEMENT	5.6 weeks leave per year inclusive of public/bank holidays to be taken in week blocks. Annual Leave entitlement will be calculated from the average number of hours worked in the preceding 12 weeks. Terms and conditions will be pro rata to the hours worked.
MILLEAGE ALLOWANCE (as at April 2007)	32.5 per mile for mileage incurred for business.
HOURS	Variable
NOTICE PERIOD	1 week's notice if period of continuous employment is 1 month or more but less than 2 years. 1 week's notice for each year of continuous employment over 2 years Not less than 12 weeks' notice after 12 years' continuous employment
SPECIAL CONDITIONS	
PROBATIONARY PERIOD	3 months

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EQUAL OPPORTUNITIES MONITORING FORM
CONFIDENTIAL

THE FED is a charity and the largest provider of health and social care services to the Jewish community in Greater Manchester. Our services are tailored to meet the needs of individuals and are based on an understanding of the particular cultural and religious experiences and needs of Jewish people

THE FED is committed to ensuring equality of opportunity for all employees and job applicants who are in sympathy with our aims.

This Equal Opportunities Monitoring Form is used only for statistical monitoring to ensure we are meeting the objectives of our Equal Opportunities Policy. It will be treated as strictly confidential and separate from the application form and will not be referred to during the selection procedure. Once you have completed the form you can either return it with your application or in a separate envelope.

Job Applied For: _____ Date: _____

Ethnicity

Please tick one of the boxes to indicate your ethnic origin.:

<i>White – British</i>	<i>Asian or Asian British – Pakistani</i>	
<i>White – Irish</i>	<i>Asian or Asian British – Bangladeshi</i>	
<i>Other white background</i>	<i>Chinese</i>	
<i>Black or Black British – Caribbean</i>	<i>Other Asian background</i>	
<i>Black or Black British – African</i>	<i>Mixed – White & Black Caribbean</i>	
<i>Other Black background</i>	<i>Mixed – White & Asian</i>	
<i>Asian or Asian British – Indian</i>	<i>Other mixed background</i>	
<i>Asian or Asian British – Other</i>	<i>Other Ethnic background</i>	
<i>Jewish</i>	<i>Mixed – White & Black African</i>	

Religion

Please tick one of the boxes to indicate your religion:

<i>Christian</i>	<i>Sikh</i>	
<i>Buddhist</i>	<i>Other religion – please specify</i>	
<i>Hindu</i>	<i>No religion</i>	
<i>Jewish</i>	<i>Undisclosed</i>	
<i>Muslim</i>		

Disability

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Do you consider yourself to have a disability?

Yes	No
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Please refer to the information below when answering this question.

(The Disability Discrimination Act (1995) defines a disability as any physical or mental impairment, which has a substantial and long-term (more than 12 months) adverse effect on a person's ability to carry out normal day to day activities.)

Please tick which category you think best describes your disability:

<i>Dyslexia</i>	<i>Mental health disability</i>
<i>Blind or partially sighted</i>	<i>A non-visible disability: e.g. asthma, diabetes</i>
<i>Deaf or hearing impairment</i>	<i>Multiple disabilities</i>
<i>Wheelchair User/other mobility difficulties</i>	<i>Other disability – please specify</i>

Do you have any caring responsibilities?

Yes	No
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Where did you hear about the vacancy the vacancy for which you applied? Tick relevant box.

	<input checked="" type="checkbox"/>	Please Specify
<i>Jewish Press</i>	<input type="checkbox"/>	
<i>Local Press</i>	<input type="checkbox"/>	
<i>National Press</i>	<input type="checkbox"/>	
<i>Professional Journal</i>	<input type="checkbox"/>	
<i>Fed Website</i>	<input type="checkbox"/>	
<i>Recruitment Website</i>	<input type="checkbox"/>	
<i>Job Centre (specify location)</i>	<input type="checkbox"/>	
<i>Other</i>	<input type="checkbox"/>	