



CARE AND LEARNING ALLIANCE

Positive Childhoods Empowered Parents Dynamic Communities

Community Support Worker: Remit

The Parent Toddler Support Worker is employed by and accountable to the Directors of Care and Learning Alliance. The Parent Toddler team are part of the Family Support Service managed by the Family Support Manager. The post holder will be line managed directly by the Parent Toddler Coordinator.

The post is home based and will involve travel across Highland.

Duties will include:

Support for Groups

1. Establish and maintain contact with all CALA toddler groups in your allocated areas through fortnightly, monthly and termly visits to the groups, written communication and local forum workshop delivery.
2. Observe the standards of the local toddler play provisions, advise parents, where required, that children's individual needs should be in line with recognised standards, i.e. Building the Ambition, Pre Birth to Three Framework and GIRFEC (Getting it right for every child). This will include delivery of play @ home, Bookbug and baby massage sessions.
3. Offer advice and support to toddler group parent Committees on matters such as financial management, health and safety requirements, policy making and forward planning of activities. Establish and maintain positive relationships with parents / carers encouraging parental involvement in maintaining a good quality play provision.
4. Encourage the personal development of volunteers and parents within each group.
5. Encourage the involvement of parents within the project's evaluation process.

Support for Home Visiting

1. To visit families in their own home, and deliver a support service that meets the individual needs for the parents and children, in line with the agreed child's plan
2. To plan and record interventions and support - then forward this information to the Parent Toddler Coordinator
3. Keep in weekly contact with the PTCO regarding the work being undertaken, informing the FSC if anything changes
4. Facilitate an agreed exit strategy with the PTCO and the Professionals who referred the family
5. Complete a final evaluation and submit to the PTCO
6. Liaise with other support services as and when required
7. Facilitate activities in and around the home environment, as agreed with the family for each visit
8. Encourage and support parents/carers to develop their parenting skills

Personal Management

The Community Support Worker will be supervised and supported by the Parent Toddler Coordinator and will:-

1. Submit planners, diaries and expense claims monthly to the Parent Toddler Coordinator. Monthly / termly group reports will be submitted to both the Family Support Manager and Parent Toddler Coordinator.
2. Meet regularly with the Parent Toddler Coordinator for support and supervision; feed back issues and report on any action required.
3. Attend termly meetings with Parent Toddler Group Facilitator colleagues.
4. Meet annually with the Parent Toddler Coordinator for formal performance appraisal and undertake a six monthly review.
5. Take responsibility for your own learning and maintain the approved recognised qualifications appropriate for SSSC registration.
6. Attend CALA in-service training days as identified and agreed with the Parent Toddler Coordinator.
7. Participate in training and personal development opportunities as agreed with the Parent Toddler Coordinator.
8. Attend the CALA AGM.

This remit will be reviewed annually.

Care and Learning Alliance is an Equal Opportunities Employer