###

**Home-Start York**

**Job Description**

**Job Title:** Group Worker

**Employer:** Home-Start York

**Responsible to:** Senior Organiser

**Responsible for:** Families and Volunteers

**Hours of work:** 6 hours per week- Flexible/Term time only

**Principle purposes of the job:**

To deliver group support services including:

* Provision of child focussed play/educational activities to support development.
* Parental guidance to support child development.
* Supervision and support for volunteers.
* To work with guidance from the senior organiser in the planning and delivery of group support.

**Main responsibilities:**

* To work within Home-Start’s standards and methods of practice including Equal Opportunities, Safeguarding and Promoting the Welfare of Children, Confidentiality and all mandatory policies.
* Work in close co-operation with the volunteers and other scheme staff.
* To be responsible for upkeep of database and produce monthly attendance reports.
* Work in partnership with other family support agencies, as appropriate.
* To make contact and establish needs for new referrals to attend the group(s).
* Review family’s needs on an ongoing basis and feed back to organisers monthly.
* To maintain contact with scheme organisers regarding referrals, during family’s individual support.
* To welcome all parents/carers to the group, recognising the importance of their role as the prime carers of their children.
* To be aware of group dynamics ensuring the groups provide a non-judgemental environment for children and their parent/carer.
* To provide a safe, stimulating environment for children and their parents.
* To be vigilant about the upkeep of equipment ensuring good standards of safety and hygiene are followed.
* To encourage the active participation of parents/carers in their child’s play and other activities as appropriate.
* To provide opportunities for external agencies to offer advice/information to families.
* To promote the use of suitable toys, books and activities and encourage the use of local resources e.g. Libraries and Children Centres etc.
* To complete a Risk Assessment prior to each session.
* To keep a register at each session detailing names of all those attending, including visitors/speakers with an evaluation of each speaker.
* To record any accidents/incidents in the Accident or Incident Book and report as appropriate.
* To respond, record and report appropriately all Safeguarding Children/Child Protection issues.
* To liaise with the Senior Organiser regarding budgets.
* To promote the work of Home-Start with referrers.
* To be willing to undertake training as appropriate, including safeguarding/child protection.
* To attend regular supervision sessions.
* To regularly attend staff meetings (once a month).
* To advertise and promote group and linked events on social media/press/tv/radio including creating and designing appropriate advertising materials.
* To attend promotional events as required.
* To provide cover in the absence of other group worker, liaise with each other regularly and to provide a collaborative service.
* Flexible working required (term time only).
* Any other duties/responsibilities relating to the group work.