

JOB FAMILIES ~ Personal Support

Job Title: Parenting Coordinator

Level descriptor – Level JG 6

Role purpose:

The Parenting Coordinator position within the Parenting Team at North Somerset Council offers an exciting opportunity to contribute to the Advanced Parenting offer.

The role involves coordination of groups and practitioners including, managing busy wait lists, running and supporting the Parenting Villages in North Somerset and delivery of parenting groups.

Typical activities	Knowledge, skills & experience
<p>To work in Partnership with parents, carers and their families, providing advice and support to families with a range of needs as to the most effective programmes for their individual circumstances.</p> <p>To train in and deliver evidence-based parenting groups.</p> <p>To work closely with the senior parenting coordinator, team lead and other professional agencies and providers to identify need, avoid duplication and meet gaps in service. This could include working with partners to deliver programmes, training or giving advice to our Early help colleagues.</p> <p>Introduce or give information and advice to families about other services available that may support them if Parenting groups are not felt appropriate or more support is needed.</p> <p>Work alongside colleagues on the Children's front Door to Support referral coordinators and social workers to understand the parenting offer.</p> <p>To Manage assess and plan for the families in the parenting tray on the early help system.</p> <p>This involves considering best possible opinions for the family and other professionals, discussing referrals/ needs and options with parents, coordinating referrals and wait lists, liaising with parenting lead on a weekly basis about referrals that may need further thought/ clarity, supporting routine tasks such Parenting Newsletter, data gathering and managing the early help Module/Group works</p>	<p>Vocational qualification or experience comparable to level 3/4 and above</p> <p>Significant practical experience of working with Children, Young people and families giving rise to a variety of technical skills and sound understanding of the services available, work practices and processes relevant to the role of Senior parenting coordinator.</p> <p>5 GCSE's or equivalent, including English and Math's at C grade or above.</p> <p>Knowledge and understanding of safeguarding protocols and the threshold levels for service users' groups.</p> <p>Good communication and presentation skills and ability to engage with service users and co-ordinate relationships with partner agencies within the relevant codes of practice values (dignity, respect etc.)</p> <p>An ability to be flexible and to respond effectively to unpredictable situations.</p> <p>Commitment to the rights of children and to the principle of partnership with parents and awareness of the conflicts as well as benefits inherent to this.</p> <p>To be able to demonstrate a working knowledge inclusive principle and a commitment to working within an equal opportunity's framework.</p> <p>Ability to liaise and uphold confidentiality within the department and with other</p> <p>Experience of leading peer supervision and strength-based conversations</p>

Have key responsibilities for supporting parenting Villages in North Somerset

Keeping materials and resources up to date and relevant for the families accessing our groups and support. This will involve signposting and being willing to regularly update knowledge of support services in North Somerset.

<p>To contribute to objective and target setting, the team plan, record keeping, monitoring and evaluation through QRPM's KPI's and data of the Advanced Parenting team.</p> <p>To Support and develop the use of Group Works for the Parenting Team, working closely with the Data team to make sure data collected supports the growth of parenting within North Somerset.</p> <p>Take a lead role in developing new and creative ways that will help streamline the work of the team in terms of how we support our colleagues and some of the process's that surround our work.</p>	<p>agencies and service users.</p> <p>Able to demonstrate flexible and creative ways of working with service users and partner agencies.</p> <p>Ability to manage own work without close supervision. This includes lone working</p> <p>Ability to work as part of a team, including colleagues from other agencies.</p> <p>Understanding and recognition of professional & personal boundaries</p> <p>Commitment to continued training and development</p> <p>Occasional weekend and / or evening work</p> <p>Valid driving license and own transport, or be able to provide alternative, suitable method of travel.</p> <p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives</p> <p>A full-time worker on 37 hours will be expected to hold the post of Link worker to partner agencies</p> <p>Quality Assurance is determined through regular observations of performance and workload, and supervisions</p> <p>Regular feedback from service users, colleagues, and partner agencies</p> <p>Key Performance Indicators – where applicable</p> <p>Line manager assessment includes one to one supervision every 4 to 6 weeks and annual appraisals.</p> <p>360 feedbacks for staff and colleagues</p>	<p><u>Team Working</u> ~ cooperation and flexibility, follows principles of integrated working, sharing best practice and information to develop self and others</p> <p><u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, evidenced based interventions, personalised action plans</p> <p><u>Problem solving & judgement</u> ~ develops solutions, makes links between identified potential issues and possible solutions, makes decisions within guidelines</p> <p><u>Planning & Organising</u> ~ Prioritises work, organising work for self and others to avoid or minimise peaks and troughs</p> <p><u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on theirs.</p>

The entering of your name and the date below will be treated as signature for declaration purposes.

Effective Date:	Issued on:
Postholder Name:	Date: