



Post: **FAMILY SUPPORT ASSISTANT**
FORTH VALLEY FAMILY SUPPORT SERVICE
Scottish Families Affected by Alcohol and Drugs

Accountable to: Senior Family Support Development Officer

Location: Forth Valley (Falkirk, Stirling & Clackmannanshire)

Contract: 35 Hours/week
(Part-time/ Job share hours will be considered)

2 year post

Objective: This post will support the delivery of the Forth Valley Family Support Service. This includes delivering community-based services that specifically address the needs of families affected by alcohol and drugs.

Salary: £19,380 per annum plus 4% pension contribution

Conditions:

The post has a Forth Valley wide remit and will involve significant travel throughout the region and some to our offices in Glasgow. It is expected that the post holder will be required to work some evenings and occasional weekends. Due to the nature of this post, access to a car is essential. This post will be part of Scottish Families' staff team and be supervised by the Senior Family Support Development Officer.

Role:

To be responsible for maintaining and delivering a range of support services in Forth Valley to families and support groups affected by someone else's substance use, ensuring an effective response to the needs of support groups and evaluating and demonstrating the impact of our services.

Responsibilities:

- To deliver a range of family support services which address the specific needs of families and support groups, including evidence-based interventions, with the assistance and support of the Senior Family Support Development Officer.
- To facilitate family support groups.
- To work with individuals on a one to one basis, addressing specific issues.

- To comply with Scottish Families procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- To provide advocacy to both support groups and individual family members.
- To support and work with local service providers to provide a families inclusive recovery agenda.
- To actively promote family recovery and family inclusive practice.
- To represent Scottish Families at external events where appropriate.
- To identify and utilise opportunities to enhance the profile of Forth Valley Family Support Service, Scottish Families, and the family support agenda.
- To comply and actively contribute to the required monitoring of outcomes and evaluation of the Forth Valley Family Support Service.
- To contribute to fundraising and funding reporting as required by the Senior Family Support Development Officer.
- To operate within an Equal Opportunities Framework and promote equality issues in all aspects of work.

Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

PERSON SPECIFICATION

POST: FAMILY SUPPORT ASSISTANT

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to HNC level, vocational qualification (level 3) or relevant professional qualification 	<ul style="list-style-type: none"> • Counselling qualification • CRAFT or equivalent
Experience	<ul style="list-style-type: none"> • Direct client work • Group work experience • Facilitating or enabling the work of others • Direct work with families 	<ul style="list-style-type: none"> • Working with or as a volunteer
Knowledge	<ul style="list-style-type: none"> • Issues for families affected by substance use • Values underpinning advocacy • Understanding of voluntary sector 	
Skills	<ul style="list-style-type: none"> • Ability to facilitate family support groups • Ability to effectively and sensitively advocate for others • Ability to work at a distance from main office • Strong organisational skills • Effective interpersonal and communication skills • Competent report writing skills • Ability to evaluate performance against agreed standards • Team working • IT literate 	<ul style="list-style-type: none"> • Presentation skills. • Using social media to promote service provision.
Other	<ul style="list-style-type: none"> • Flexibility in a developing role/task • Empathetic approach • Commitment to cooperative team working and equal opportunities • Available to work flexible hours, including evenings • Willing to undertake training and on-going learning • Due to the nature of this post, access to a car is essential 	