

JOB DESCRIPTION

POST	Family Mentoring Officer
RESPONSIBLE TO	Family, Girls & Mentoring Manager
RESPONSIBLE FOR	Volunteers
JOB PURPOSE	Provide guidance, support and mentoring services to vulnerable families & young people
HOURS	37.5 Hours
SALARY	£20,000 – £22,000
DURATION	March 2014 (possible extension subject to funding)

MAIN RESPONSIBILITIES AND DUTIES

Assessment and Engagement

1. To screen and assess the needs and challenges of families and young people who are referred to the project.
2. To arrange and conduct home visit for all new referrals.
3. To communicate and provide relevant information to young people, families, agencies and lead professionals as and when required.
4. To complete and ensure that relevant monitoring information is being completed at the required intervals.
5. To maintain regular contact and keep all the staff and volunteers updated on the programme and to keep an accurate and up to date database.

Case Work

1. To work with families and young people offering one to one support, advice and guidance around social, emotional, economical and spiritual development using a culturally sensitive approach.
2. To offer and engage families and young people to positive activities every week on a regular basis.

3. To support and engage families and young people back into mainstream services.
4. To offer families and young people a family centred approach to household in which families have multiple issues and build a trusting relationship with families and young people to help alleviate or break their social isolation.
5. To co-ordinate family meetings to discuss, plan family group activities and work towards family goals.

Excursions/ Group Sessions

1. To plan, arrange, deliver and oversee regular group sessions and excursions for families and young people, volunteers and staff on the programme.
2. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the projects annual delivery plan.
3. To ensure that all group sessions, workshops, training is delivered in accordance to Osmani Trust Health and Safety policy and Shaathi Mentoring Project good practice guidelines.

Annual Planning and Delivery

1. To work closely with the Manager to plan, facilitate and deliver the family mentoring provision within the agreed outputs, timeframe and budget.
2. To develop annual work and activity plan taking in consideration annual targets and outputs to work closely with the manager to ensure that all targets, outputs and outcomes are achieved.
3. To inform and communicate with the manager if any changes, amendments are made to the Shaathi Family Mentoring plan.

Networking, Profiling and Representing

1. To establish new networks and professional relationships with potential service users, agencies, lead professionals and families.
2. To attend and represent Shaathi Family Mentoring and its services at various meetings, conferences, events and presentations.

3. To liaise and network regularly with partner organisations/agencies with regards to referrals, follow-up work and development of new work.

Keep, Maintain and Track Accurate Data

1. To be responsible for the development, upkeep & implementation of individual action plans, reviews and monitoring information of all the clients using project templates.
2. To accurately maintain casework files.
3. To ensure that all relevant monitoring information is submitted as and when required.
4. To update the project manager on weekly basis on the work that has been undertaken and completed.

Volunteers

1. To ensure that all volunteers receive regular formal supervision with accurate records maintained.
2. To identify and offer support to volunteers as and when required.

Other duties

1. To adhere to the Osmani Trust policies & procedures and ensure that staff and volunteers maintain and adhere to these policies and procedures.
2. To ensure full participation in the following internal meetings: senior workers meetings, management committee meetings, one-to-one and supervision meetings, and any other meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To take part in annual Osmani Trust events and activities.
5. To deputise and manage the project during managers absence.
6. To carry out any other work allocated by the Girls, Family and Mentoring Manager