

Project Worker – Maternity Leave Cover

Job Description



Post: Project Worker, Wicklow Child and Family Project

Reporting to: Manager, Wicklow Child and Family Project

The Wicklow Child & Family Project provides a community-based family support service to local families in Wicklow Town and surrounding areas. The project is managed by County Wicklow Partnership and funded through Tusla Child and Family Agency

Job Purpose

To provide support that improves the quality of life for families living in the Wicklow area while promoting the personal, social and educational development of children, young people and their parents always keeping the child at the forefront of the work.

Principal responsibilities:

- To undertake initial assessments with families focusing on the families' strengths and difficulties
- Provide evidence informed brief goal focused interventions to families
- Seek to empower families through an open and transparent process
- To ensure that families information is maintained in the strictest confidence and should never be disclosed or discussed without their consent
- To liaise and consult with other professionals in supporting the needs of the families engaged with the Wicklow Child & Family Project
- Deliver evidence based and or evidence informed parenting support programmes to parents
- Maintain accurate records of practice and prepare reports as required
- Offer advice and information within the realm of family support to professionals and community
- To actively participate in Tusla's Prevention Partnership and Family Support

- Maintain professional and personal boundaries in all aspects of work
- Duties can take place on or off site and at times in collaboration with other professionals
- To work collaboratively with other relevant services for the benefit of the families and project
- To participate in supervision for support, guidance and continued professional development
- Participate in case management meetings, team meetings, and attend other meetings as deemed necessary
- Play a role in specific projects and service development as required
- Respond to organisational change and any review or development of practice
- Contribute to relevant research, evaluation and report writing
- To comply and operate within all policies, procedures and guidelines as stipulated by CWP, Tusla & WC&FP
- Comply with responsibilities under General Data Protection Regulations
- To share information within the WC&FP as appropriate in accordance with good practice
- To conduct risk assessments and implement risk management plans as appropriate
- To work with management in achieving the aims of the organisation
- To undertake any other duties deemed necessary by management
- Contribute to maintaining a positive and welcoming office environment

* This job description is provided for information purposes and carries no legal / contractual status

Person Specifications for the Post of Project Worker, Wicklow Child and Family Project

Experience and knowledge

- A minimum of three years' experience in family support work
- Ability to provide evidence informed brief goal focused interventions and parenting support programmes.
- Knowledge of family support within the community sector
- Ability to work collaboratively with other professionals

Education and training

- A recognised Degree in Applied Social Studies (Social Care) or other relevant professional qualification.
- Training relevant to the post

Personal Qualities

- Professional, highly motivated, excellent interpersonal skills, team orientated, flexible

Other

- Car owner with full driving licence
- Obtaining Garda vetting is mandatory for this position
- To adhere to Children First National Guidance for the Protection and Welfare of Children
- To adhere to all County Wicklow Partnership Policies, Procedures and guidelines

Summary of Key terms and Conditions of Employment

Duration of Contract	Fixed term contract (28 hrs per week) for a 6-month period. Expected start date 24 th February 2025.
Location of Post	Wicklow Child and Family Project, Salem Business Building, Abbey Street, Wicklow Town, A76 PN77
Hours of Work	9am – 5pm, 4 days a week
Salary range	Starting salary will be between €36,195 - €50,978 per annum, pro rata commensurate with relevant experience and qualifications
Annual Leave	25 days (pro-rata)
Other	Other terms and conditions of employment will be detailed in the contract of employment