

NORTHSIDE PARTNERSHIP
PREPARING FOR LIFE HOME VISITING MENTOR
JOB DESCRIPTION AND PERSON SPECIFICATION

June 2018

Current Job Title	Home Mentor, Preparing For Life Programme (Specific Purpose Contract).
Location	Preparing For Life, Northside Partnership, Bunratty Drive, Coolock, D 17
Salary	€30,518 - €46,081 (point of scale dependent on experience)
Reports to	Preparing For Life Home Mentoring Team Leader
What is the purpose of the job? (brief description)	<p>The mentor team will work to a clearly outlined programme manual with the expectation of delivering the following outcomes for the targeted children, their parents and families:</p> <ul style="list-style-type: none"> • Year on year improvements (0 -5 years) in children's physical, psychological and emotional health, and in their educational, speech and motor skills. • Year on year improvements in parent's psychological health, aspirations for their child, and their parenting skills. • Improved school readiness. • Improved parenting and enjoyment of parenting <p>Mentors will deliver these objectives by:</p> <ul style="list-style-type: none"> • Enabling families towards self-reliance in meeting their own needs • Enabling families to meet the development needs of their child. • Ensuring families have access to information on available services and are enabled to utilize these services in an effective and timely fashion. <p>Supporting parents to have aspirations for their child and to be proactive in their parenting roles.</p>
Main Responsibilities/ Duties of the job	<ul style="list-style-type: none"> • Adhering to the Programme Manual for Preparing For Life. • Working with a case-load of families as directed by the Programme Manager or Mentor Team leader. This work will take place both in the family home and also in various other locations in the community. • Working in line with Northside Partnership Code of Conduct, Policies and Procedures • Participating in programme training prior to commencing work with families. • Participation in planning, delivering and evaluating group training as per the programme manual. • Supporting parents/children to access appointments with various specialists as appropriate and accompanying parents/children at these appointments where necessary. At all times working to support parents to be pro-active in their parenting role and avoiding creating a dependency by parents on the mentor. • Developing quality relationships with these families based on mutual respect, clear communication, integrity, honesty and confidentiality. • Mentoring these families through the delivery of a set of messages and skills as laid down in the programme manual. • Communicating clearly with families at all times as to what you as a mentor can and cannot do for the family so as to avoid any confusion regarding the family's expectations of you as a mentor.

- Assessing the needs of families and supporting the families.
- Supporting parents/families to develop their confidence and self-sufficiency in child rearing through positive feedback, role modelling, ongoing constructive discussion and one to one mentoring.
- Maintaining case files for each family and completing reports as required by the programme or evaluators in line with Freedom of Information guidelines. Mentors will record all required data on the PFL database designed for the programme.
- Ensure that daily calendar is maintained on the PFL database.
- Participating in team training, supervision and appraisals.
- Liaising and collaborating with other project personnel and personnel from other agencies as appropriate.
- Attending team meetings.
- Carrying out various household duties to ensure the smooth running of the team.
- Performing any other duties assigned from time to time by the team leader or programme manager or line manager.

Person Specification

Qualifications.

- Degree (level 7) in social care, health, education, Youth and Community, or equivalent work experience

Essential Experience/Knowledge

- Experience of working with families.
- Experience of working in a community based programme.
- Experience of working with families that have experienced multi-generational disadvantage.
- Experience of working in the Dublin 17 area or in an area experiencing similar levels of disadvantage.

Special Aptitudes

- Good working knowledge of Child Protection Legislation and Guidelines
- Knowledge of existing statutory services in the area desirable.
- Proven ability to work in the family home as well as in formal settings.
- Good communication skills and an ability to build good relations and liaise effectively with other agencies.
- An ability to manage cases and maintain files is essential

Personal Skills

- The ideal candidate will be a self-starter, have initiative, be highly motivated, be well organised, be a good team player and have flexibility regarding his/her hours at work so as to meet families' needs.
- He/she will have the capacity to reflect on his/her practice and accept his/her limitations.
- He/she will be open to accepting feedback and coaching support on an ongoing basis.
- He/she will have the ability to adhere to the programme manual.
- He/she will have the ability to set reasonable goals and the capacity to identify and build on positive changes however small.
- He/she will demonstrate an ability to work in a non-judgemental way with all families regardless of their family circumstances.