



Job Description for New Futures Key Worker - July 2017

Ireland's national organisation for one-parent families is recruiting a **New Futures Key Worker**. One Family's vision is that every family in Ireland will be cherished equally, and will enjoy the social, financial and legal equality to create their own positive future.

One Family Programmes Service

The One Family Programmes Service provides adult pre-vocational education and training to people parenting alone or sharing parenting. The service aims to develop and provide a range of best practice programmes that empower parents to move into education or work. See below for the Aims & Guiding Principles of the One Family Programmes service.

New Futures Key Worker

This post will provide the right applicant with the opportunity to work as part of a dynamic and exciting three year project, providing 1:1 support to women detached from the labour market. The project aims to support people parenting alone or sharing parenting through our flagship New Steps and New Futures programmes and assist them in accessing further education, training and employment.

This post has responsibility for the individual support requirements of One Family clients through a needs assessment and key working system. All learners will attend weekly group sessions and you will assist learners on a 1:1 basis to engage in personal development, career planning and further education and training, in an organisation that is committed to best professional practice and innovation.

The successful applicant will work closely with, and be supported by, the Programmes & Policy Manager and the New Futures Project Co-Ordinator throughout the project.

The role of the New Futures Key Worker will include:

- Conduct a thorough needs assessment with potential One Family clients
- Working on a 1:1 basis with learners and clients throughout their period of engagement with the New Futures programme.
- Develop an Individual Action Plan (IAP) in conjunction with the client
- Support clients as they work through their IAP and support their progression through relevant internal and external programmes and supports
- Develop relationships with relevant referral agencies and be responsible for supporting clients progression to education, training and employment
- Liaise with the One Family Services Team around the progression and support needs of clients including the wrap-around services of Counselling, Parenting, Information and Childcare
- To provide relevant and accurate education, training and employment progression information to clients



- Develop a network of employers and advocate on behalf of the target group to ensure employment options are explored and appropriate for each person
- To assist in the recruitment and retention of clients in One Family Programmes service
- To assist in developing promotional material for the Programmes service
- To assist in developing new programmes and manuals
- To assist in outreach and promotional activities
- To maintain accurate records for all clients and assist in the development and maintenance of monitoring and evaluations procedures to track client progress and outcomes
- To assist the team in ensuring FETAC/QQI accreditation requirements are complied with

Other

- To contribute to One Family publications where appropriate such as the monthly ezine, www.onefamily.ie, leaflets etc.
- To promote the project and Programmes service in conjunction with other staff
- To attend all required staff meetings, trainings and development days
- Participate in supervision and reviews with your line manager
- To undertake other areas of work where necessary or as requested by the Programmes & Policy Manager or CEO

The **New Futures Key Worker** in One Family will be responsible to the One Family Policy & Programmes Manager and the New Futures Project Co-Ordinator on a daily basis and will be subject to all the policies and procedures of One Family. The job description of the New Futures Key Worker is designed in response to a strategic planning process and is subject to change in line with the overall strategic goals of the organisation.

Person Specification- suitable candidates will have the following:

- Have extensive experience in 1:1 key working and client support
- Have sound knowledge of educational progression routes, QQI and education providers in Ireland
- Have excellent written, verbal and interpersonal communication skills and professional boundaries
- Active listening skills
- Have interest in and experience of working with a socially excluded client group in a progression focused way
- Have a strong client-focussed perspective
- Have knowledge of needs assessment systems
- Knowledge of education progression routes, the employment market and skill development opportunities.
- Knowledge of the social welfare system, housing and childcare supports and how they pertain to one-parent families
- Have a track record in the development of interagency working and relationship development
- Ability to manage sensitive information and issues including child protection and domestic violence
- Be enthusiastic, motivated and innovative



- Be a self-starter with the ability to work in a team
- Be well-organised with good attention to detail
- Have excellent administration and IT skills

Although not essential, ideal candidates would also:

- Have a third level or equivalent qualification in a relevant discipline eg Social Care, Psychology, Education, Life/Career Coaching or similar
- Experience/ training in the area of coaching, mentoring or adult education guidance
- Have experience in working with one-parent families
- Have experience of working in the Irish voluntary/community sector
- Have an understanding of family support services in Ireland and interventions to support the health and well-being of families

This is a three year, fixed term (until May 31st 2020), part-time post of 20 hours per week on an annual salary of €29,393 pro rata. Flexibility regarding hours of work is essential in order to meet the needs of our clients.

Candidates will be remunerated based on skills and experience. This post is subject to a 6month probationary period and is based in One Family's new offices in Smithfield, Dublin 7. A panel may be formed as a result of this recruitment process, from which current and future vacancies may be filled. One Family offers excellent terms and conditions to employees.

A cover letter and CV **addressing the role and the required competencies as outlined above** should be emailed to Valerie Maher, Programmes & Policy Manager, One Family at: info@onefamily.ie.

Closing date for applications is 12pm on Tuesday 15th August 2017. It is anticipated that first round interviews will be held on Monday 21st August with second round interviews taking place on Wednesday August 23rd.

One Family is an equal opportunities employer

One Family Programmes Service

Aims and Guiding Principles



The One Family Programmes Service provides adult pre-vocational education and training to people parenting alone or sharing parenting. The service aims to develop and provide a range of best practice programmes that empower clients to:

- Find mutual support amongst their programme group and all Programmes clients;
- Develop an understanding about the exclusion of one-parent families in Ireland;
- Become aware that the one-parent family can be a strong and healthy family form;
- Develop a range of strategies that can support their family - through the enhancement of practical skills or personal development - thus allowing them to counter the discrimination and disadvantage they might face, and
- Increase their self-confidence and self-esteem.

The Programmes Service is guided by the principles of adult education. Adult education and training in One Family:

- Is learner-centred, partnering with clients in the development and roll-out of individual programmes and the overall service;
- Employs participatory and creative methods;
- Is rooted in clients' day-to-day experiences;
- Has links to other educational and employment options that learners can move on to;
- Meets the client where they are at by catering to individual learning styles and life stages;
- Focuses equally on the process of learning as much as the learning objectives

This project is part supported by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020



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