

**Job description**

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| **Job title:** | Targeted Support Worker |
| **Hours of work:** | 16 -20 hours per week  |
| **Responsible to:** | Senior Family and Volunteer Coordinator/Scheme Manager |
| **Responsible for:** | Families |
| **Employer:****Place of work:**  | Home-Start Birmingham Central And South-WestHybrid- Office/ family homes/ working from home |

**Main Purposes of the job**

* Working face to face with families with children under five.
* Providing emotional support, signposting to local services, supporting with applications and providing practical support.
* Reducing isolation amongst communities/families.
* Ensuring inclusion and diversity in all aspects of the work.
* Ensuring reporting procedures are accurate and up to date.
* Helping to safeguard children who may be of risk of harm, neglect or abuse by following safeguarding procedures.

**Additional responsibilities**

* Ensuring all Home-Start policies and procedures are adhered to.
* Making applications and referrals on behalf of families.

**Working in Partnership**

* Liaising with referrers.
* Networking with other services and agencies within the community.

**Working in the Wider Context**

* Promoting Home-Start’s profile, ethos and practice.
* Contributing to the development of Home-Start locally and regionally.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed in the job description.