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**Family Support Assistant**

**Job Description**

**Job Title:** Family Support Assistant

**Responsible To:** Head of Care Services

**Reports To:** Family Support Co-ordinator

**Location:** 40-44 Eglantine Avenue, Belfast BT9 6DX

**Hours:** 7 per Week (flexibility required)

**Contract:** Temporary post

**Salary**: S01 / Points 29-34 / £24,646 - £28,636 pro rata

**Overall Purpose of Post**

To assist the Family Support Co-ordinator in providing a professional family support service for families throughout Northern Ireland, who have been affected by a diagnosis of cancer.

**Key Responsibilities:**

* To assist with the development and delivery of Cancer Focus’s family support service
* To provide assessments, consultations and therapeutic support for families, children and young people affected by a cancer diagnosis
* To liaise with other members of the health care team involved with the family
* To assess the psychological needs of families referred to the service
* To plan and implement therapeutic interventions or re-refer to other services as appropriate
* To assist in the development of appropriate services for families
* To assist in the development of appropriate resources for health care professionals and other agencies
* To assist in evaluating the effectiveness of the family support service through regular review and audit
* To exercise autonomous professional responsibility based on the Code of Professional Conduct and Ethics of the post holder’s professional body
* To provide advice, guidance and consultation to external visitors and allied professionals
* To participate in regular supervision as provided by Cancer Focus
* To work as an integral part of the multidisciplinary team and liaise with relevant staff as appropriate
* To participate in ongoing training and continuous professional development
* To participate in and contribute to educational programmes for other health professionals, organizations and agencies as appropriate
* To facilitate support groups as required
* To maintain high standards of record keeping
* To comply with Cancer Focus policies, procedures and guidelines including those relating to Equal Opportunities, Health and Safety, Confidentiality, Child Protection and Vulnerable Adults

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**Family Support Assistant**

**Person Specification**

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Criteria to be used for short-listing are marked “S” and criteria marked “I” will be assessed at interview: your application form should show evidence of how you meet all of the criteria.

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|  | **Essential** | **Desirable** |
| **Experience** | * Evidence of a minimum of two years extensive experience working with families and children (**S**)
* Experience and knowledge of the needs of cancer patients and their families(**S**)
* Experience of working with and leading groups (**S**)
 | * Experience of teaching and training (**S**)
* Experience of developing resource materials (**S**)
* Experience of audit and research **(S)**
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| **Qualifications** | * A recognised therapeutic qualification e.g. counselling or psychology, or one of the creative therapies registered with the Health Professionals Council (**S**)
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|  | **Essential** | **Desirable** |
| **Skills** | * Evidence of creativity and innovation whilst working on projects involving families (**S**)
* Ability to work well as part of a team (**S**)
* Ability to work flexible hours including evenings (**S**)
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| **Personal Qualities** | * Enthusiasm, drive and commitment to continuous improvement (**I**)
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Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post will require travel throughout Northern Ireland and will require evening work and an element of flexible working