



Childhood Development Initiative Ltd

Recruitment Information Pack

Family Support Worker (Parent Carer Facilitator)

The contents of this Information Pack relate to the recruitment of Family Support Workers (Parent Carer Facilitators).

The closing date for applications is **12pm on Monday 9th September 2024**.

Interviews will take place on Monday 16th September 2024.

About CDI:

We are dedicated to improving the lives of children, families, and communities in Tallaght and Ireland, every child in Ireland deserves to be thriving, healthy, happy and free from poverty, and CDI is dedicated to making this happen.

We collaborate, work in and with communities, and develop services and programmes once a need has been identified using research, and we use this data to inform all of our work.

In a nutshell, we:

- Train and advise professionals who work with children and families
- Offer consultancy to support you and your teams in the workplace
- Provide a range of courses for parents
- Host conferences and events to share knowledge and experience
- Run an extensive programme to support children, parents, carers and families
- At a grassroots level, our Parent Carer Facilitators and Speech and Language Therapists work directly with children and families in Early Learning Centres and schools.

About the Role:

Purpose of the Role:

The purpose of the Parent Carer Facilitator (PCF) role is to support parents of babies and young children in Early Childhood Education and Care (ECEC) services, and the community, leading to improved outcomes for children and families.

Responsibilities

- Actively engage with parents to build on their parental capacity through provision of one to one, non-judgemental, confidential support;
- Work collaboratively with parents to identify their specific needs and make referrals as appropriate;
- Implement and support parents' participation in a range of parental engagement initiatives including workshops, coffee mornings, parent and toddler groups, family events and parent support programmes;
- Deliver evidenced-based and evidence-informed parent programmes to parents in Tallaght, such as the Parents Plus Early Years programme;

- Conduct home visits to support parents and proactively improve the home learning environment;
- Collaborate with other staff in Early Childhood Education and Care services, the Childhood Development Initiative (CDI), PCF colleagues, and the range of available services to affect the best outcomes for parents and children;
- Participate in team meetings, Communities of Practice, ongoing training and supervision and proactively identify training relevant to the role, share learning from any training or events attended on behalf of CDI;
- Support the monitoring and evaluation of the PCF role and its associated activities;
- Deliver training to the Early Childhood Education and Care sector on behalf of CDI;
- Any other duties that may be requested from time to time in agreement with CDI.

Qualifications:

Third level degree in Childcare, Social Work/Care, Psychology, Social Sciences (or relevant discipline), Education, Adult Education, Community and Youth Work (or equivalent relevant discipline).

Required skills & competencies:

- A minimum of three years' experience of working with parents.

Relationship building & interpersonal skills

- Actively listens to parents to understand their perspectives and needs.
- Experience of establishing contacts and networking with other agencies and groups.
- Communicates clearly and succinctly, both verbally and in writing, with parents, ECEC managers and staff, CDI staff and community stakeholders.
- Excellent communication skills with a professional approach to the role.
- Group facilitation and supporting adults to engage with activities.

Delivery of high-quality results

- Delivers services to agreed timelines.

Leadership & management

- Works independently, manages workload and engages effectively with colleagues to achieve objectives.

Data analysis and decision making

- Ability to collect data relevant to the programme.
- Experience of assessing adults' needs.

Specialist knowledge, expertise and self-development

- Understanding of the needs of vulnerable parents and families from areas of disadvantage.

Desirable:

- Experience in delivering training to professionals.
- Knowledge of antenatal, baby and early childhood development.
- Full, clean driver's licence and access to a car.

Terms and Conditions:

The following terms and conditions apply:

Employer: Childhood Development Initiative, Tallaght, Dublin 24.

Salary	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
Full time equivalent	35,640	37,800	39,960	42,120	44,280	46,440	48,600
Part time equivalent (25 Hrs)	23,760	25,200	26,640	28,080	29,520	30,960	32,400

Salary:

The point on the salary scale will be determined by reference to the applicant's skills, experience and qualifications.

Hours of Work: The post is a part-time position, 25 hours per week, Monday–Friday.

Place of Work: You will normally be required to work at an Early Childhood Education and Care service based in Tallaght (or alternative temporary location as the employer determines from time to time).

This is a client facing role.

Character: Each candidate for and any person holding this role must be of good character. Garda Vetting will be required prior to commencement of the post.

Application Process:

- Please submit your CV and [Application Form](#) to info@cdi.ie by 12pm on **Monday 9th September 2024**.
- CDI takes a competency-based approach to our recruitment processes and interview will provide you with an opportunity to demonstrate your skills, knowledge and experience.
- All applicants must be eligible to work in the Republic of Ireland and hold a valid employment permit.

Shortlisting and Interviews:

- Shortlisting will take place by Tuesday 10th September, and interviews will be held on Monday 16th September in the CDI offices, Fettercairn, Dublin 24.

A panel will be formed from successful candidates to fill future roles.

Data Protection: All submitted documentation is processed and stored in line with CDI's Data Protection Policies. To request copies of the relevant policies, please submit a request to our Data Protection Officer, at info@cdi.ie. Submitted documentation is treated confidentially, only shared with CDI staff involved in the recruitment process, and external staff who may be involved in shortlisting and interview panels.