

Kent County Council

Job Description: *Parent Mentor Co Ordinator – Integrated Children's Services, Family Drug and Alcohol Court (FDAC) team*

Directorate: Children, Young People and Education

Unit/Section: Integrated Children Services

Grade: KR9

Responsible to: Hours: FDAC Service Manager
Part time (18.5 hours)

Purpose of the Job:

Kent County Council (KCC) is committed to making Kent a county that works for all children. As part of this commitment the Family , Drug and Alcohol Court is being developed to help families where children are put at risk by parental substance misuse, mental ill health and domestic abuse with the emphasis to provide a bespoke problem solving approach to promote parental and family recovery. To aid parents' recovery the team like to match parents with parent mentors, who may have had similar experiences as themselves. The mentors will provide a non-judgmental approach to supporting parents.

The purpose of this role is to recruit, train and supervise parent mentors along with matching the mentors to parents who are working with the FDAC team. The post is part of a multi-disciplinary team providing assessments and support to families.

Main duties and responsibilities:

- To be an active member of the multi-disciplinary FDAC team in developing joint working approaches to meet the referred family's needs. This may involve attending planning meetings and court
- To continue to develop and integrate the service delivery of volunteer parent mentors as part of the intervention to substance misusing families
- To recruit new volunteer parent mentors and train to equip them with the skills to work with substance misusing families.
- To deliver focus groups for potential parent mentors and for those parents waiting to be matched with a parent mentor.
- To ensure parent mentors meet standards of service delivery by providing regular supervision and liaising with FDAC staff
- To monitor and organize attendance of parent mentors using external group supervision.
- To maintain appropriate records and personal details of all parent mentors and keep accurate records of expenses.

- To induct and pair volunteer mentors and mentees into their peer/parent mentoring program
- To monitor mentees experience of being mentored, including their satisfaction and participation
- Maintain records of the placement of parent mentors and mentees, training activities, supervision notes and monitoring information.
- To maintain an up to date volunteer database using the appropriate FDAC systems.
- To be responsible for conducting and collating feedback on parent mentor activity
- To advise on safe and realistic activities for mentors and mentees and to perform health and safety assessments for mentoring activities, as required, in accordance with FDAC & KCC policy. To monitor parent mentors' movements and ensure safety when working outside of the FDAC service.
- To develop good working relationships with key colleagues. To work together with service providers who also may recruit and train volunteers.
- To play an active role in promoting, developing, and widening the Parent Mentor Service across KCC
- To attend all meetings and training as deemed necessary by the FDAC Service Manager
- To maintain a high standard of record keeping for internal and external use and maintaining good communications with referrers and other professionals involved. In line with KCC policies and in keeping with GDPR and data protection regulations.
- To be involved in the development and monitoring of standards of care, research, and outcomes to enhance and develop good practice within the FDAC team and to be actively involved in the current research being undertaken by the University of Sussex, in relation to implementation and delivery of the Kent Parent Mentoring Scheme
- To support the planning and implementation and development of systems for the evaluation, monitoring of the service offered by the FDAC Team and actively participate in regular reviews to enable continual improvement of the service.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Parent Mentor Co Ordinator - FDAC Team*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	The ability to demonstrate knowledge and understanding of variety of mentoring theories and techniques and their benefits
EXPERIENCE	<p>To be able to demonstrate extensive knowledge and an understanding of mentoring</p> <p>Have had experience of delivering training, information, advice, and guidance.</p> <p>Evidence of continuing personal and professional development</p> <p>Experience of working autonomously in the community</p>
SKILLS AND ABILITIES	<p>Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies</p> <p>Confidence with working with volunteers in groups and individually'</p> <p>Able to work in non-judgemental way with a variety of individuals</p> <p>The ability to work with a range of professionals</p> <p>Ability to deal with sensitive and complex situations whilst remaining professional and empathetic.</p> <p>Ability to analyse, problem solve and motivate others</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to build and maintain positive and respectful relationships</p> <p>Resilient whilst working under pressure and within timescales on sensitive, confidential, and complex issues.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p> <p>Ability to be innovative and able to influence and inspire cultural change.</p> <p>Strong recording and writing skills</p> <p>Good standard of ICT skills</p>

KNOWLEDGE	<p>A working knowledge of mentoring as an approach to working with families.</p> <p>Knowledge of the 'Think Family' approach</p> <p>A basic understanding of:</p> <ul style="list-style-type: none"> • agencies and support available for families in Kent • commissioned services • children social care and family court arenas <p>An understanding of Safeguarding and Data Protection legislation</p> <p>A basic knowledge of the DoH Assessment Framework for Children and Safeguarding Procedures</p>
BEHAVIOURS AND KENT VALUES	<p>Demonstrates the resilience and curiosity to be able to work in, and contribute to, a pilot environment where outcomes and work process are evolving.</p> <p>Resilience and the proven ability to work in order to deliver to deadlines and challenging performance targets</p> <p>Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountable