

## Job Description

<b>Job Title</b>	Coordinator, Community Mothers Programme
<b>Organisation</b>	Silver Arch FRC, 52 Silver St, Nenagh, Co Tipperary
<b>Location</b>	North Tipperary – locations Nenagh, Borrisokane, Newport, Ballina, Thurles, Borrisoleigh & others as required
<b>Contract Type:</b>	Permanent Full-Time (35 hours)  Salary Scale – Social Care Leader 2023 HSE 7-point scale - €51,666 – 60,336  Salary is reflective of relevant experience and qualifications
<b>Responsible to</b>	CEO and to the voluntary Board of Directors for North Tipperary Community Services CLG
<b>Our Mission</b>	To provide accessible services that are responsive to the needs of individuals, families, and communities.
<b>Our Values</b>	Respect Trust Empowerment Quality
<b>About Us</b>	North Tipperary Community Services CLG, trading as Silver Arch Family Resource Centre (FRC), provides community-based support, information and advocacy services to individuals, families, child & youth, older persons and groups in North Tipperary with a particular focus on those who are most disadvantaged.
<b>Purpose of the Post</b>	The Community Mothers Programme is a home visiting service for families with new babies and young children. The programme aims to encourage parents to enjoy participating more fully in their child’s life and to support positive infant mental health. Community Mothers visit parents in their home during the early years of their child’s life to support parents in the areas of parenting, infant mental health, child development and local services and supports. Community Mothers support positive parent/child relationships. The Community Mothers Programme offer Home Visits to parents following the birth of a baby, and Parent Toddler and Baby Groups with each weekly session facilitated by fully trained Community Mothers staff. Additional programmes delivered on both one to one and group work include: Infant Baby Massage, Circle of Security Parenting Courses, Mellow Bumps Evidenced Based Attachment Programme, Healthy Weaning Workshops facilitated externally. In 2024, it is expected that the Community Mothers Programme will reach full implementation with a transition to the Community Families programme under the governance of the HSE and Tusla.

<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the Day-to-Day Management of the Community Mothers Programme</li> <li>• Manage, support and supervision of staff including regular support and supervision meetings and debriefing following home visits.</li> <li>• Actively manage a caseload of parents and take the role of Lead Practitioner in Meitheal Tusla's Early Intervention Practice Model as appropriate and support Home Visitor staff if engaged in the Meitheal process.</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote and support positive parent/child relationships to families with children from 0-3 years and parents in the ante-natal period.</li> <li>• Participate in and contribute to the National Community Mothers transition to the Community Families Programme.</li> <li>• Support the planning, delivery and review of group supports including but not limited to Parent and Toddler Groups, Weaning, Baby Massage.</li> <li>• Provide written reports as required including monthly reports, statistical data, quantitative and financial returns to funding agencies.</li> <li>• Maintain accurate and confidential records.</li> <li>• Work flexibly and in partnership with other Silver Arch FRC staff to support families access other services as required.</li> <li>• Work in partnership with Tusla, the HSE and other funding agencies to support relevant initiatives and programmes.</li> <li>• Work in conjunction with other Agencies in the Region to provide an appropriate service to Families.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and management skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Comprehensive knowledge and understanding of the issues facing children and families, particularly in disadvantaged communities.</li> <li>• Strong knowledge of child development and how to support families to meet their child's developmental needs.</li> <li>• Commitment to working creatively to achieve better outcomes for children and families and to develop strong, trusting relationships with families.</li> <li>• Capacity to develop and review plans and programmes to respond to needs of service users.</li> <li>• Capacity to work in partnership with a wide range of stakeholders, including partner agencies, parents, and children.</li> <li>• Capacity to work with flexibility and sensitivity and to work flexible hours as required.</li> <li>• Strong knowledge of Children First and the ability to identify and appropriately address child protection concerns.</li> <li>• Capacity to self-motivate and work independently and in collaboration with a team.</li> <li>• A strong working knowledge Meitheal Tusla's Early Intervention Practice Model.</li> </ul>

<b>Essential Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant third level qualification in Social Care, Social Work, Nursing, Public Health &amp; Health Promotion, Early Childhood Care and Education, Education, or other related discipline (Minimum QQI Level 8)</li> <li>• Experience of planning, implementing, and reviewing programmes for children and/or families</li> <li>• 3 years post qualification experience of working with parents of young children.</li> <li>• At least one year management experience.</li> <li>• Candidates must hold a full Driving License and have a car at their disposal.</li> <li>• Tusla Children First and DLP trained.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable families of young children.</li> <li>• Facilitator of Healthy Weaning/Nutrition</li> </ul>
	<ul style="list-style-type: none"> <li>• Facilitator/group leader trainer with any of the following programmes: Circle of Security, Parent Plus suite, Infant Mental Health training, Meitheal - Tusla`s Early Intervention Practice Model, Tusla Child &amp; Youth Participation, Mellow Bumps Evidence Based Attachment, Strengthening Families or similar parenting in early childhood programmes.</li> <li>• Training and experience in Project management.</li> <li>• Knowledge &amp; experience using Salesforce CRM or similar.</li> </ul>
<b>How to Apply</b>	<p><b>How to Apply:</b>  Interested candidates are invited to submit a completed application form highlighting how you meet the essential criteria for selection. Please email completed applications to <a href="mailto:info@silverarchfrc.ie">info@silverarchfrc.ie</a>. Please include "CMP Coordinator Application - [Your Initials]" in the email subject line.</p> <p>CV and Cover letter will not be accepted.</p> <p><b>Application Deadline:</b> Sunday 21<sup>st</sup> April</p> <p><b>Required as part of recruitment process:</b></p> <ul style="list-style-type: none"> <li>✓ Garda Vetting is required for this post.</li> <li>✓ The successful candidate is required, at their own expense, to provide a Police Certificate for each country they have lived outside of Ireland for a period of more than 6 months.</li> <li>✓ Satisfactory references will be sought prior to the successful candidate taking up the post.</li> </ul> <p>Silver Arch FRC is dedicated to creating a positive and inclusive work environment. We encourage candidates of all backgrounds to apply and help us in our mission to strengthen families and empower the children &amp; young people in our community.</p>

**Silver Arch FRC is an equal opportunity employer.**