

## **Minik Kardes**

### **JOB DESCRIPTION**

<b>POSITION</b>	<b>Community Outreach Worker</b>
<b>SALARY</b>	£25,000 - £27,000 (pro-rata)
<b>HOURS OF DUTY</b>	28 hours per week
<b>RESPONSIBLE TO</b>	Outreach Manager & Director

#### **PURPOSE OF THE POST**

#### **Improving and enhancing lives - Turkish and Kurdish speaking community and family project**

Minik Kardes have been successful in securing Lottery funding to increase and develop our outreach service, this work is funded for 3 years initially and will be key in supporting our communities. In partnership with Imece (Women's Centre) and Derman (Mental Health service); we aim to deliver a service which supports Turkish and Kurdish speakers whether they are 6 months or 80 years old.

To ensure that Turkish speaking children, families and the community take advantage of opportunities presented to them at the Minik Kardes Satellite Children's Centre and other Children's Centres. To work with the community to support them and guide them to access all the services available to them under this contract and wider in Islington and Hackney.

These posts provide support for all aspects of Turkish and Kurdish speaking communities in Hackney and Islington to prevent isolation and encourage inclusion, early intervention and use of all available services.

#### **MAIN DUTIES**

1. Working with and supporting all Kurdish, Turkish speaking and Turkish-Cypriot community in particular refugees and asylum seekers in the area and to ensure people are aware of the services offered.
2. To arrange events to publicise the services of Minik Kardes and the Partnership, to organise other community events in line with the project.
3. To set up and organise the Parents forums and other parent groups to seek the views of users and organising Parenting Programmes for Kurdish, Turkish speaking parents.
4. To work with Children's Centres, for identifying and supporting hard to reach parents and ensure that the community groups understands the role of the children's centres and this project.
5. Working with and supporting parent and carers to access services from IMECE and Derman, working with them until they are ready to move on.

6. To work closely in the co-ordination, service planning, development and reviews with family support teams across Islington and Hackney.
7. To act as Care coordinator on specific cases.
8. To foster and build positive relationship with colleagues, multi-disciplinary professionals to share experience skills, knowledge of Kurdish, Turkish speaking and Turkish-Cypriot community needs.
9. Work closely with schools, help and support parents for transition to schools.
10. Provide advice and guidance on education and employment and to look for and organise training opportunities for parents/carers.
11. To develop a sound knowledge and understanding of local resources and services and to assist parents/carers in accessing them
12. To identify gaps in programme delivery across Hackney and Islington.
13. Support and encourage parents and carers to provide feedback about services and to be involved in the development of services.
14. Safeguard children through adherence with local and national safeguarding procedures and engagement with early identification and preventative services.
15. Safeguard Adults through adherence with local and national safeguarding procedures and engagement; supporting vulnerable adults into appropriate services
16. Liaise with other professionals, to resolve problems and develop effective working relationships across a wide range of discipline and agencies.
17. Work during times that will promote direct work with families and the community. This will include morning, afternoon, evening and weekend work as required.
18. To keep effective records of all visits and maintain your own administration
19. To establish and maintain effective liaison with other partners and services
20. To work as part of the family support team at the children's centre to ensure the smooth running of the centres and partner services.
21. To be part of the Lottery initiative programme working across the partner organisations
22. To attend team meetings and training as appropriate
23. To be aware of current legislation, policy, procedures, in particular the 1989 Children's Act and local child protection procedures, adult safeguarding and vulnerable adults

24. To undertake any additional tasks as reasonably required
25. To work in accordance with Minik Kardes Satellite Children's Centre policies including Health and Safety and Equal Opportunities
26. Work in partnership with Local Education Authority to raise awareness on The British education System.
27. Working with relevant agencies such as; connexions, social action for health, HCVS, Hackney Ark, Midwifery, schools, education authority, REU etc to provide support and information. HCVS, ICVS (Hackney and Islington Council for Voluntary services).

## **PERFORMANCE STANDARDS**

1. To ensure that all services within the areas of responsibility are provided in accordance with Minik Kardes' commitment to high quality service provision to its customers.
2. To provide families with outreach support, home visits.
3. At all times to carry out the responsibilities of the post with due regard to Minik Kardes' Equal Opportunities policy.

## Specific areas of Delivery for these 2 posts:

### Parenting groups and Outreach

Activity	Delivery	timetable	review	Hours per week	Minimum Number of participants
<p>Practical talks on healthy eating, budgeting and shopping. How to manage their money</p> <p>Demonstrations and cookery classes where traditional foods are cooked in a healthy way</p> <p>Walking club in different areas of the borough (weather permitting) or dance classes adapting traditional dances.</p>	<p>Outreach workers In Hackney and Islington children's centres and community hubs</p>	<p>1 session of Healthy eating and preparation per week 1 "Healthy lifestyles without the gym" session per week (10 week course, delivered 3 courses per year. the 10 weeks includes 2 weeks for audit and review)</p> <p>(this is replicated in each borough – Hackney and Islington)</p>	<p>Review each course 5 weeks in, those people who have attended all sessions for healthy eating and healthy lifestyles receive and step counter fitness watch</p>	<p>3 per borough</p>	<p>30 per year</p>
<p><b>Tea and Talk</b> A bilingual meeting where the facilitator will talk about various topics throughout the session focusing on improving English. Understanding the British education system Learning the culture in the UK Pronunciation and practice English</p>	<p>Outreach workers In Hackney and Islington children's centres and community hubs</p>	<p>Twice a week for a 10 week course  The course will run 3 times per year</p>	<p>Written Review mid way through each course and verbal feedback every session</p>	<p>3 per borough</p>	<p>36 per year</p>

Creche facilities for 6 sessions per week	2 creche workers to look after the children whilst the parents are participating in the classes			This will be funded from minikardes resources	
Parenting classes – upto 16 year olds, addressing the challenges faced by our children <ul style="list-style-type: none"> <li>• Confident parenting with teenagers</li> <li>• Violence and our young people</li> <li>• Respect and gender</li> <li>• Drugs awareness</li> <li>• Gambling awareness</li> <li>• Prejudice and race/culture</li> <li>• The Gang Culture</li> <li>• The English education system</li> </ul> Above is an example not an exhaustive list	Outreach workers and guest speakers	Two weekly throughout the year	Written review after each session with recommendations for future learning	4 per borough Every other week	120 adults  60 young adults

**Outreach with families and 1 to 1 work** - 14 family units a week (either women or whole family) total - 460 family units per year

Signed:
Date:

## Person Specification for Community Outreach Worker

	Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>❖ Fully literate in both Turkish and English language, proven qualification will be advantage</li> <li>❖ Fully literate in Kurdish</li> <li>❖ Professional qualification or equivalent experience in Education, childcare or community</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p>
<p><b>Experiences</b></p> <p>Three years' experience of development work in:</p> <ul style="list-style-type: none"> <li>❖ Working with different community groups and services</li> <li>❖ Working in multicultural communities</li> <li>❖ Working with children and families, developing and delivering programmes designed to support needs</li> <li>❖ Organising and publicising events</li> <li>❖ Community development with links to education</li> <li>❖ Multi-agency working</li> <li>❖ Working with vulnerable communities</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>❖ Safeguarding children and adults through adherence with local and national safeguarding procedures and engagement with early identification and preventative services.</li> <li>❖ An understanding of the statutory and voluntary service</li> <li>❖ Knowledge and understanding of the needs the needs of immigrant communities</li> <li>❖ IT packages, windows, excel and word</li> <li>❖ Knowledge of training opportunities for adults</li> <li>❖ Knowledge of race, culture, religion, special needs, gender, class, age, etc.</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>❖ Ability to provide advice, information and support</li> <li>❖ Ability to plan and organise community events</li> <li>❖ Good communication and interpersonal skills both verbal and written</li> <li>❖ Effective record keeping</li> <li>❖ Computer and administration skills</li> <li>❖ Ability to be flexible and innovative</li> <li>❖ Be able to work as part of a multi-disciplinary team</li> <li>❖ Be able to plan, prioritise and monitor work</li> <li>❖ Be able to write and follow through funding bids-proposals</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
<p><b>General</b></p> <ul style="list-style-type: none"> <li>❖ Commitment to the visible promotion of equality</li> <li>❖ Commitment and enthusiasm</li> <li>❖ Ability to travel</li> <li>❖ A clear understanding of how the British Education System works</li> <li>❖ Some experience of home visiting, including working to engage fathers</li> <li>❖ Some knowledge of welfare rights</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>