



MAYOR OF LONDON



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11 November 2021

Dear Applicant

Thank you for your interest in the post of SASH (Support & Advice on Sexual Health) Family Support Social Worker.

In this pack, you will find:

- Job Description
- Person Specification

On our website, you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** part of your application; we will only be short-listing filled out application forms.

Your completed application form, together with your completed monitoring form, should be sent to arrive **no later than 9:00 am on Friday 19th November 2021** by email to **recruitment@metrocharity.org.uk**. Please include your full name in the message subject line. Your email, including attachments, must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place on **Tuesday 23rd November 2021**.

For further information regarding this post, please contact **Edith Ntabyera on 020 8305 5000 or by email edith.ntabyera@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

Andrew Evans  
(Interim CEO)

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London  
SE10 9EQ

**METRO New Cross**  
The Mulberry Centre  
15 Amersham Vale  
London  
SE14 6LE

# Job description

## Key details

<b>Job title</b>	SASH Family Support Social Worker
<b>Duration</b>	Fixed-term until 31 March 2022, with the possibility of extension
<b>Salary/Wage</b>	£28,500 – £30,000 pa pro-rata
<b>Hours</b>	17.5 hours per week
<b>Line manager</b>	SASH Hammersmith and Fulham Team Manger/METRO HIV Family Support & Advice and Advocacy Manager
<b>Coordinated by</b>	
<b>Employer</b>	METRO Charity (The Metro Centre Ltd)
<b>Location</b>	Across three West London boroughs: Kensington and Chelsea, Hammersmith and Fulham, Westminster. Working in the community, at SASH offices, as well as an online hybrid model.

## Job outline

In partnership with Turning Point, NAZ and London Friend, METRO will be delivering a model of sexual health support throughout the three London boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster. Turning Point is the lead partner for the contract, and the staffing structure and composition reflects a mixed leadership model which a Partnership Board governs.

## Programme

This post will lead the Family Support Service across the three boroughs of Kensington and Chelsea, Hammersmith and Fulham, and Westminster. You will deliver the program specifically designed to provide child-focused support for the benefit of the whole family through carrying out assessments, providing parental support and advice, creating and providing family case plans, and helping with behaviour management. The post-holder will work predominantly with families experiencing sexual health needs, including families living with HIV.

## Role

The post-holder will work with several clients at any one time and support numerous issues, including those suffering ill health, including mental health, stress, anxiety, stigma, discrimination and disclosure. You will at times provide advocacy for issues such as housing, benefits or immigration and support in meetings as required. We aim to build the skills and confidence of

parents to improve their health and wellbeing and relationships with their children and wider families and supporters.

## Main tasks

1. Deliver a child and family-focused support programme for families living with or affected by HIV.
2. Contribute to performance reports for funders, including collecting and presenting data.
3. Supervise and line manage Family Support workers, volunteers and/or student social workers under METRO policies and procedures.
4. Directly provide families with practical, emotional, and social support around complex needs to improve their wellbeing or, where necessary, signpost/refer to relevant services.
5. Use direct work skills and advocacy to strengthen family relationships and functioning, manage HIV, maintain sound sexual health, ensure children's welfare, promote parental-child communication, and reduce stigma.
6. Conduct home visits to assess support needs, draw up and coordinate care plans and case reviews in line with METRO family support procedures and complete high-quality casework with families with complex needs.
7. Attend multi-disciplinary team meetings and develop good relationships with key stakeholders, including social workers and various statutory and voluntary sector organisations, including HIV clinics, GPs and SASH wide team and partner organisations.
8. Keep abreast of current issues, developments, legislation, and guidance in the HIV and sexual health fields and childcare/family support fields, and be aware of other agencies and services available.
9. Work directly with clinics and parents to ensure children at risk of HIV acquisition know about transmission and testing.
10. Record notes and keep up-to-date client records in line with METRO's & SASH information governance, service governance, and legal and statutory duties when working with complex, vulnerable clients.
11. Attend monthly family support & advocacy team meetings.
12. Deal with safeguarding and child protection issues and support other team members to recognise, record actively, and report any safeguarding concerns to the safeguarding lead in line with METRO's safeguarding policy and procedures.
13. Devise and provide group work or workshops as an additional form of support

## Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance Policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.

5. Attend regular supervision and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

## Person specification

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
Maintain/work to achieve Social Work Qualification and HCPC registration		Essential	AF & I
	Skills and ability to work from a child-centred and relationship-based approach	Essential	AF & I
Advanced knowledge and understanding of law and practice to safeguarding children and children's rights and preventative family support		Essential	AF & I
Experience leading projects and managing staff and volunteers competently		Essential	AF & I
In-depth knowledge and understanding of the diverse needs of children and young people affected by HIV and social determinants of health and wellbeing		Essential	AF & I
Understanding of parenting skills and positive behaviour management		Essential	AF & I
At least two years of experience of working with children and families		Desirable	AF & I
	Ability to use initiative and work in a confident, assertive manner, particularly with safeguarding children	Essential	AF & I
	Able to demonstrate resilience when handling traumatic issues	Desirable	AF & I
Well-developed understanding of current HIV treatment and prevention		Essential	AF & I
Experience of multi-cultural, family social care or support		Essential	AF & I

	Good assessment and case management skills.	Essential	AF & I
Knowledge and understanding of specific needs of children and families living with or affected by HIV		Essential	AF & I
Experience of advocacy in welfare & housing support		Desirable	AF & I
Experience in facilitating groups of clients or service users in educational and peer-led programmes		Essential	AF & I
	IT skills – Experience of using Word, Excel, Outlook, and using databases	Essential	AF
Understanding of confidentiality and boundaries as related to this work		Essential	AF & I
	Ability to travel across London boroughs	Essential	AF
Experience in building and maintaining key stakeholder relationships		Essential	AF & I
Contribute to regular performance reports for funders, including collecting and presenting data on projects.		Essential	AF & I