

Skills for People

Pass It On Parents Worker: Job Description

| | |
|----------------------|--|
| Job Title: | Pass It On Parents Worker |
| Hours of Work: | 10 hours per week (flexible working / part time and job share are available), initially until June 2016. |
| Salary: | £6.70 per hour |
| Holiday entitlement: | 25 days (pro rata) plus statutory holidays |
| Responsible to: | Pass it on Parents Manager, Nick Ball |

Main Purpose of Job:

- To develop and maintain a network of support to families and carers of disabled children in Newcastle upon Tyne.

Duties include:

- Share examples of Personal Budgets for disabled children with families and carers.
- Work with the Pass It On Parents network (parent to parent) focussing on supporting families of disabled children.
- Help run network meetings and help families link with other families and share experiences and ideas.
- Link with the Pass it On Parent Network in Newcastle and the Families Information Service.
- Talk to other families and record their experiences, including written, recorded, photo books etc.
- Talk to families about their worries and concerns and help them understand how personal budgets can and may be used.
- Help families understand the benefit of joining the Pass it On Parents Network – and the different ways parents can be part of the network.
- Help families of disabled children to use the Local Offer.
- Help families to understand Personal Travel Budgets and encourage their use.
- Share your experiences and learning as you go.

Skills for People

Pass It On Parents Worker: Job Description

- Attend events where families will be and share your experiences and learning.
- To link with Skills for People to design and update work plans.
- To link with the Pass it On Network and The Families Information Service and other groups / networks.
- Do all the necessary paperwork and administration associated with the role.