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| **JOB DESCRIPTION** | **Key Worker (DAISY)** |
| **RESPONSIBLE TO** | Service Manager |
| **LOCATION** | Based in ASCERT Lisburn Office to cover Daisy East and Daisy North. |
| **LENGTH OF POST** | This post is funded to March 2018 with possible extension  |
| **HOURS** | 35 hours |
| **SALARY** | NJC Point 25 £22,658 Plus 4% pension  |
| **OVERALL PURPOSE****As a Key Worker within ASCERT’s Daisy Service you will provide confidential support to young people aged 11-25 years and their families to reduce the harm caused by substance misuse.****ASCERT have grown to become one of the leading and best known providers of drug and alcohol services in Northern Ireland. We have developed an extensive experience of service development, planning and delivery across a range of disciplines and have secured and successfully delivered substantial contracts on behalf of public bodies.****ASCERT provide a wide range of services across the region, and now have bases in Lisburn, Omagh, Belfast and Magerafelt. We are strongly linked to policy development and implementation of strategy at a regional and local level. We have strong partnerships with other services delivering treatment, training and community services to people that need support. In 2009 we successfully achieved the Investors in People award and now hold the bronze award.** |
| **Service Development**  | ASCERT workers will work to the KPI’s that are set in line with service specification provided by funding bodies. |
| ASCERT workers will have defined KPI’s as part of their annual service targets  |
| Ensure a high quality service is delivered in line with the service specification and KPI’s in line with service objectives. |
| Contribute to the delivery of teaching and training programmes |
| Work collaboratively with colleagues to further develop ASCERT services |
| **Key Responsibilities** | Supporting individuals, families and communities to reduce their substance use/or related harm |
| Responsive to needs, tailored and customised to specific circumstances, and that are reviewed on a regular basis to accommodate changes in the service users life |
| Timely in offering support |
| Variety of Interventions and support in relation to specific substance use and client motivation, that are based on a thorough assessment of need and circumstance |
| Participation in the on-going monitoring and evaluation of the ASCERT Services |
| Provide regular reports to the Service Manager on the activities of the post.  |
| To work responsibly and professionally in partnership with other agencies in the delivery of the ASCERT Services |
| To work alongside the Service Manager in the formulation of Intervention or Prevention Pathways for the participants in ASCERT Services |
| To carry out other responsibilities as commensurate with the post |
| To maintain personal Continuing Professional Development and encourage and support other staff in their development and training. |
| To keep accurate and up to date written records of contact with Service Users |
| To attend staff meetings, and non-clinical supervision in house, and appropriate clinical supervision with an external agency if required |
|  | You will be expected to be involved in the delivery of at least 1 Strengthening Families programmes per year which will involve evening work. |
| **Professional Development**  | Maintain and develop personal expertise and knowledge by reading, networking and further training in order to develop professional competence and to contribute to the development of competence within the team. |
| Help with the induction and orientation of new staff, volunteers and students. |
| Ensure professional development by seeking regular supervision and annual appraisals. |
| Be accountable and responsible for own professional practice, operating in line with professional code of conduct and within organisational policy and procedures. |
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**Main duties and responsibilities (DANOS)**

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| **Description** | **DANOS Code** |
| [Promote effective communication for and about individuals](http://tools.skillsforhealth.org.uk/competence/show?code=HSC31) | HSC31  |
| [Promote, monitor and maintain health, safety and security in the working environment](http://tools.skillsforhealth.org.uk/competence/show?code=HSC32) | HSC32  |
| [Reflect on and develop your practice](http://tools.skillsforhealth.org.uk/competence/show?code=HSC33) | HSC33 |
| [Promote choice, wellbeing and the protection of all individuals](http://tools.skillsforhealth.org.uk/competence/show?code=HSC35) | HSC35  |
| Establish, sustain and disengage from relationships with individuals | HSC233 |
| Contribute to the protection of individuals from harm and abuse | HSC335 |
| Carry out comprehensive substance misuse assessment | AF3 |
| Undertake physiological measurements | AH6 |
| Plan and agree service responses which meet individuals’ identified needs and circumstances | AG1 |
| Contribute to care planning and review. | AG2 |
| Promote, monitor and maintain health, safety and security in the working environment | HSC32 |
| Receive, analyse, process, use and store information | HSC3115 |
| Supplying information for management control | BE4 |

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| **PERSON SPECIFICATION** |
| The following ESSENTIAL criteria will be assessed at The application stage | Indicates those criteria which will also be assessed on the selection day and where they will be evidenced: |
| 1. Professional training:

Minimum qualificationRecognised third level qualification in a related field, Health and Social Care, Diploma in Counselling or equivalent.ANDMI training and have a minimum of 16 weeks experience of delivery in the last 12 monthsANDApplied Suicide Intervention Skills Training (ASIST)/ Mental Health First Aid / Safe talk training or equivalent | Interview/presentation |
| B. Experience: A minimum of 2 years’ experience of working with substance misuse issuesANDExperience of needs assessment, and design and delivery of substance misuse services. | Interview/presentation |
| **C: Excellent oral and written** communication skills for the production of reports and the maintenance of caseload files. | Interview/presentation |
| **D: Sound planning and organisational skills** to manage a demanding workload including caseload management, training sessions, and peer support. | Interview |
| **E: Excellent IT skills** across a number of different applications including word, PowerPoint, Outlook, and use of digital projectors. | Interview |
| **F: Ability to travel regionally to deliver services** access to a car and a full UK driving license or guaranteed access to other appropriate form of private transport. | Interview |
| Criteria assessed on the selection day | To be evidenced in selection day only |
| G: Effective team player both as a member of ASCERT’s team and more widely as a team member within the organisation and its related partners. | Interview |
| H: Empathy with ASCERT’s purpose and values including an interest and sensitivity to other cultures and a strong commitment to equal opportunities and diversity. | Interview |
| I: Willing and able to work unsocial hours including evenings and weekends (with notice) and travel within ASCERT’s area of operations | Interview |
| Desirable Criteria | Evidence – Application Form |
| J: A relevant qualification in substance misuse (e.g. OCN/OCR/CCEA Level 2 or above) | Application |
| K: At least 2 years’ experience working in a drug or alcohol related role | Application |
| Advanced Motivational Interviewing (MI) | Application |