

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Project Worker (Faces)

**Date:** September 2017

**Part 1: Job Description**

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| 1. **Purpose:** FACES (Family & Child Empowerment Services) provides intensive support to children, young people and their families in South & East Belfast who are having difficulty within the education system, are at risk of becoming involved in anti-social behaviours or at risk of being received into a care placement.   FACES also aims to empower parents and carers to manage their children’s behaviours in a positive and constructive way, enabling the children to remain living at home and preventing the necessity of a care placement. Through this, families may be offered therapeutic services and/or be referred for specialist support from other agencies.  Project workers will be expected to provide individual and family support tailored to individual need through individual work, group work, parental support, pro-social activities and participation in family therapy sessions. Project workers will also be expected to have productive co-working relationships with external and internal colleagues. |

**2.0 Group:** Extern Northern Ireland

**3.0 Directorate:** Services Directorate

**4.0 Job Group:** Social Care

**5.0 Responsible To:** Project Manager

**6.0 Location:** Belfast

**7.0 Hours of Work:** 40 standard working hours (Including breaks) flexibility

required.

**8.0 Salary** Grade 4 Salary Scale, £16,936 - £22,516 per annum

**9.0 Functional** Young People & Families East Programme

**Responsibility:**

**10.0 Responsible for:** Delivery of direct services to service users.

11.0 Direct Reports: Project Manager

**12.0 Budget** Up to £120-00 per fortnight

**Responsibility:**

**Service Users**

* Carry out initial assessment of service user including individual and group dynamic risk assessments
* Development of appropriate service user plans e.g. support plan, assessment and care plans
* Liaise with the Project Manager and link referrers in relation to the assessment of service user needs for referrals to external agencies and make appropriate referrals when required e.g. Counselling, CAMHS, DAMHS, Daisy, etc
* Case management of identified service users.
* Facilitate and participate in individual work with service users.
* Develop and deliver a parenting support programme
* Promote and encourage independence and assist and encourage service users to develop life skills
* Develop ‘Keep & Stay’ holistic care plans with service users as required
* Facilitate access to family therapy, including transportation of service users and participation in relevant training

**Risk Management**

* Development of service users risk assessments and continually review and amend as and when required.
* Follow necessary risk management and H & S requirements
* Adhere to safeguarding procedures and relevant external standards.

**Communication (Internal & External)**

* Multi-agency and multi-disciplinary working.
* Attend and participate in internal and external meetings as required and act as advocate for service user when appropriate e.g. EWS, School, Social Services, YJA
* Develop and maintain appropriate professional relationships with Services Users, colleagues and stakeholders.
* Liaise with parents/carers and appropriate relatives.

**Recording**

* Ensure compliance with necessary recording requirements and responsibility for accurate and timely completion e.g. SID, service user files, case notes.
* Complete individual reports in a timely manner at an acceptable standard.
* Complete Outcomes Star records and reports.

**Supervision**

* In conjunction with senior staff, assist in the supervision, management and training of new staff, bank staff and volunteers.
* On site supervision for Community Youth Work Students.

**Training**

* Responsible for keeping abreast of current legislation and Extern’s policies and procedures, and attend appropriate training as and when required.

**Health & Safety**

* Adhere to Extern’s Health & Safety Policies and Procedures e.g. Lone Working Policy, Guardian 24.



**Part 2: Person Specification**

**Title:** Project Worker (Faces)

**Date:** September 2017

**Part 2: Person Specification**

**PERSON SPECIFICATION**

**Essential Criteria:**

* 4 GCSE’s A-C including English and Mathematics.
* Be registered or in the process of registering with NISCC.
* Ability to demonstrate in application form/at interview - communication skills written and verbal/non-verbal.
* 2 years’ experience of working within a social care dealing with challenging behaviours with young people aged 10 -17 years old.
* Computer literate.
* Must have a full driving licence and access to a car with relevant business insurance. (Please note these driving criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate their ability to meet the mobility requirements of the post).

**Desirable Criteria:**

* Recognised qualification in a social care field (e.g. Youth Work/Social Work – Extern will facilitate AYE requirements in Year One of post).
* Experience of working with parents.

**NOTE**

**This position is subject to an Enhanced Access NI check. Copies of the relevant policy on the recruitment of ex-offenders as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with EXTERN**