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| **JOB DESCRIPTION** | | **Steps to Cope Information Worker** |
| **RESPONSIBLE TO** | | Service Manager |
| **LOCATION** | | Belfast base with regional travel |
| **LENGTH OF POST** | | March 2018 with possible 1 year extension |
| **HOURS** | | 35 hours per week |
| **SALARY** | | NJC Scale Pt 25 £22’658 + 4% pension (pro rata) |
| **OVERALL PURPOSE**  The Steps to Cope Project is a Northern Ireland wide initiative that aims to reduce the harm to young people who are affected by a parent or carers alcohol misuse. The project will provide a web-based platform for engaging with young people, provide direct support to young people through face to face intervention and develop a network of trained practitioners across Northern Ireland to provide interventions to young people. The project will also have a strong focus on involving young people in processes to inform the management and implementation of the project.  The Steps to Cope Project is funded by the Big Lottery Fund Regional Impact of Alcohol Programme. It is a partnership between ASCERT, Barnardos, SEHSCT and AFINet UK  There service comprises of a service manager, 3 project workers, an administrator and a schools based information worker.  The Schools Information Worker will have a range of responsibilities that include developing a plan for engagement with schools across the region for the duration of the project, networking with schools and other child focused establishments to promote the Steps to Cope service developing and delivering short information and awareness sessions on Hidden Harm and how to access support for use in schools and other youth focused centres. The Steps to Cope Schools Information Worker will also support the Steps to Cope Service Manager in ensuring that schools and other child focused establishments are able to link with other Steps to Cope practitioners in their community or local area to ensure that the direct support needs of young people are met.  The project will have a permanent base but project workers will be expected to travel throughout Northern Ireland to perform their responsibilities. | | |
| **Awareness raising and promotion** | * Delivering information sessions to groups of young people to raise their awareness of parental alcohol misuse | |
| * Promoting the Steps to Cope project by attending events and distributing literature | |
| * Make presentations to relevant organisations across the public and voluntary/community sectors | |
| **Young People’s Involvement Projects** | * Assist the identification of young people to take part in participation projects | |
| **Monitoring and Evaluation** | * To record information that is required to monitor the performance of the project | |
| * To provide written reports on your work as required | |
| * To collect data from a range of stakeholders including young people, practitioners and organisations to support the evaluation of the project | |
| **General Responsibilities** | * To ensure the health, safety and welfare of all clients is paramount at all times | |
|  | * To help develop and maintain effective communication links with statutory, community and voluntary organisations | |
|  | * To participate in team and organisational meetings as required | |
|  | * To participate in conferences, courses and meetings organised/arranged by the service when required to do so | |
|  | * You will be expected to be involved in the delivery of at least 1 Strengthening Families programmes per year which will involve evening work. | |
|  | * To carry out other responsibilities that may be required, as commensurate with the post. | |

**Main duties and responsibilities in line with National Occupational Standards**

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| **Description** | **DANOS Code** |
| [Enable access to services to those affected by someone else’s use of alcohol or other substances](http://www.fdap.org.uk/documents/SFHAB7.pdf) | AB7.2014 |
| [Raise awareness about substances, their use and effects.](http://tools.skillsforhealth.org.uk/competence/show/html/code/AD1/) | AD1.2012 |
| [Facilitate learning through presentations in health and social care settings](http://nos.ukces.org.uk/PublishedNos/SCDHSC3108.pdf#search=Social%20Work) | SCDHSC3108 |

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| **PERSON SPECIFICATION** |
| **The following ESSENTIAL criteria must be clearly evidenced in section (1) in the application form. Failure to do so will result in a candidate not being selected for interview.** |
| 1. A relevant training qualification at equivalence of OCN Level 3 or above |
| 1. A minimum of 1 years’ experience of designing and delivering information session to young people aged 11 -18 |
| 1. Awareness of issues facing young people affected by the alcohol misuse of a parent/carer |
| **The following Criteria will be assessed at interview stage only** |
| **H:** Excellent oral and written communication skills |
| **I:** Sound planning and organisational skills |
| **J:** Excellent IT skills across a number of different applications |
| **K:** 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 |
| **L:** Effective team player |
| **M:** Empathy with ASCERT’s purpose and values |
| **N:** Willing and able to work unsocial hours including evenings and weekends (with notice) |