



## JOB DESCRIPTION

<b>Title of Post:</b> Outlook Project Worker	<b>Location:</b> Western Health & Social Care Trust – Northern Sector
<b>Accountable to:</b> Deputy Manager/Registered Manager	
<b>Purpose of the Job:</b> The Outlook Project Worker will enable young people to access a range of fun activities in their local area. It may be going to the cinema, attending a local youth club, supporting the young person in a sporting or other leisure activity.  The Outlook Project Worker will provide personal care and transport to young people where necessary and this may include some manual handling tasks.	
<b>Salary:</b> 3 point incremental scale starting on £17,891 pro-rata	<b>Hours of Work:</b> 20 hours per week  Due to the nature of our work with young people, the majority of the Outlook Service is delivered late afternoons, evenings and weekends
<b>Closing Date:</b> Sunday 5 <sup>th</sup> March at 4pm Interviews expected Wednesday 15 <sup>th</sup> March 2017	<b>Length of Contract:</b> Permanent

### **Key Duties & Responsibilities:**

#### **Customer**

- To provide a flexible localised service to meet the needs of the children/young people and their families.
- To provide transport (where possible) to enable young people to participate in local activities
- To deliver and evaluate programmes of social outreach to meet identified individual needs
- To work toward agreed objectives within the individual's person centred care plan to ensure that the service is person centred.
- To continuously monitor and review progress of each child or young person and provide ongoing support and guidance
- To establish effective communication strategies with young person and family and key stakeholders
- To identify and establish links .gwith community based mainstream activity for the young people

#### **Quality**

- Work within the quality assurance systems within Cedar (ISO Quality Management System)

- Maintain Domiciliary Care Agencies Minimum Standards implemented by RQIA
- To work within the Health & Safety and Risk management practices in place

**Financial**

- Work towards full occupancy to meet compliance with funders in conjunction with referring social services
- Work with current financial administrations systems of The Cedar Foundation
- To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency savings measures

**Learning & Growth**

- To undertake The Cedar Foundations mandatory induction training
- To undertake all training required by the Regulated And Quality Improvement Authority (RQIA)
- To attend training as identified through training and development plan
- To participate in improvement activity within the organisation
- To promote the image of the organisation to the wider community

**General**

- To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To participate in marketing and promotional activities to raise the profile of Cedar Services
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

**Person Specification:**

***ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**The following are essential criteria which will be measured at short listing stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Education/Training/Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Basic qualification to NVQ/QCF Level 2 or equivalent in Health &amp; Social Care, Youth &amp; Community Work or related field</li> <li>• Minimum of 1 years paid experience providing support to young people</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Basic qualification to NVQ/QCF Level 3 or equivalent in Health &amp; Social Care, Youth &amp; Community Work or related field</li> </ul>	NISCC Registration	Application form

	<ul style="list-style-type: none"> <li>• Minimum of 6 months paid experience providing support to young</li> </ul>		
<b>Experience</b>	As above	Experience & understanding of young disabled people	Application form
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Good organisational skills</li> <li>• Good communication &amp; interpersonal skills</li> </ul>	<p>Good working knowledge of IT, specifically Microsoft Word &amp; Outlook</p> <p>Experience of working with individuals with Challenging Behaviours</p> <p>Awareness of RQIA &amp; Domiciliary Regulations and Minimum Standards awareness</p>	Application form
<b>Circumstances</b>	Hold a full current driving license valid for use in the UK and Ireland and have access to a car on appointment.		Valid diver licence, business insurance & MOT certificate as relevant.

**The following are essential criteria which will be measured at interview stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Practical experience working with young people</li> </ul>		Interview
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Effective communication skills to meet the needs of the post in full</li> <li>• Demonstrate how they are able to gauge peoples feelings</li> <li>• Demonstrate a flexible approach to meeting the objectives of the job.</li> <li>• Solutions focused</li> <li>• Willingness to work evenings</li> </ul>		Interview

	and weekends		
<b>Other Requirements post job offer</b>	<ul style="list-style-type: none"> <li>Valid work permit</li> <li>Access NI check</li> <li>Able to fulfil the Occupational Health requirements for the post</li> <li>Job References</li> <li>Current registration with NISCC or willing to complete registration once appointed</li> </ul>		Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references

**Benefits:**

- Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
- Annual incremental pay increases on a 3 point salary scale
- Organisation Pension available on completion of 3 consecutive months work with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational sick Pay Scheme, increases with length of service
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

Apply online at [www.cedar-foundation.org](http://www.cedar-foundation.org)

**This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet it's vision and best respond to the needs of disabled people accessing our services.**

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**