**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Residential Social Worker

**Date:** August 2017

**Part 1: Job Description**

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| **1.0 Purpose:**  Social Workers are responsible for forming professional relationships with people and assist them to live more successfully within their local communities by helping them find solutions to their problems. You will be responsible for liaising with service users as well as working in partnership with other organisations including the police, local authority departments, statutory social services and the Probation Board for Northern Ireland.  **2.0 Specific To Post**  This post specifically involves risk managing and supporting people with complex needs who have been convicted of a variety of criminal offences and who have been assessed under statutory definitions as being of medium to high risk of reoffending. In addition to a risk management focus the post involves working intensively with people with mental health and physical health problems, addiction issues and learning disability. The post involves working in partnership with service users within the residential environment to reduce their risk of reoffending and work towards successful resettlement to independent accommodation in the community. The post includes a wide range of practical assistance, social work intervention, advocacy and liaison with both statutory and voluntary agencies and the ability to assess, manage and work effectively with risk. |

**2.0 Group:** Extern Northern Ireland

**3.0 Directorate:** Services Directorate

**4.0 Job Group:** Social care

**5.0 Responsible To:** Project Manager, Dismas House

**6.0 Location:** Ormeau Road, Belfast

**7.0 Hours of Work:** 40 hours per week including breaks. (flexibility to work

weekends required)

**8.0 Salary** Salary Scale 5 £21,618

**9.0 Functional** Residential Social Worker

**Responsibility:**

**10.0 Responsible for:** BankWorkers**/**Students/ Volunteers

**11.0 Direct Reports:**

**12.0 Budget**

**Responsibility:**

**13.0 Key Responsibilities:**

**Service Users**

* Alongside Project Manager, Liaise with PBNI to assess suitability of referrals to project.
* Carry out comprehensive Risk Assessments with prospective service users prior to their release from custody.
* Develop appropriate service user plans e.g. support plan, budget plans.
* Responsible for assessing the need for referrals to external agencies and ensuring appropriate referrals are made by the team e.g. registration with Doctor, mental health services, Extern Works.
* Take lead responsibility for case management of identified service users.
* Facilitate group work with service users.
* Promote and encourage independence and assist and encourage service users to develop life skills e.g. cooking, cleaning and personal care.

**Risk Management**

* Develop service users risk assessments and continually review and amend as and when required.
* Follow necessary risk management requirements e.g. room checks, medication administration, on call procedures.
* Adhere to safeguarding procedures and relevant external standards.
* Attendance at Risk Management Meetings within Public Protection Arrangements for Northern Ireland.

**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. team meetings, multi-disciplinary meetings, PBNI and NIHE meetings etc.
* Develop and maintain appropriate professional relationships with Services Users, colleagues and stakeholders.
* When required, liaise with appropriate relatives.

**Recording**

* Ensure compliance with necessary recording requirements and responsibility for accurate and timely completion e.g. SID, service user files, case notes.

**Supervision**

* In conjunction with Management, assist in the supervision, management and training of new staff and junior staff.
* When appropriate act as on site supervisor or Practice Teacher (if qualified) for Social 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**

**PERSON SPECIFICATION**

**Essential Criteria:**

* Social Work qualification (individuals undertaking their AYE accepted.
* 1 years’ experience working with similar service user group.
* Register with NI PQ Framework and undertake studies.
* IT competent.
* NISCC registration.

**Desirable Criteria:**

* 1 years’ experience working within the Criminal Justice/ Homeless sector.

**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.**