

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Project Worker - Janus

**Date:** August 2017

**Part 1: Job Description**

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| **1.0 Purpose:**  To assist service users by improving the quality of lives within their community by promoting wellbeing, independence and healthy life choices. Depending on the service one may have direct contact with the families and friends of the service users and one's work may change their lives too. As a project worker, one will need to be resilient enough and open minded to deal with some of the challenges that such complex needs can present. |

**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:** South Eastern Trust

**7.0 Hours of Work:** 40 standard working hours to include

evenings / residential / weekend

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

**Service Users**

* When required, take referrals from appropriate bodies, carry out initial assessment of service user, discuss referral with team and together make decision of admission of service user to Project.
* Contribute to the development of appropriate service user plans e.g. support plan, budget plans.
* Contribute to the assessment of service user needs for referrals to external agencies and make appropriate referrals when required e.g. registration with Doctor, mental health services, Extern Works.
* Assist in the case management of identified service users.
* Conduct at least 20, 1-1 residential sessions per annum.
* Facilitate and participate in 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.
* Accompany service users to meetings/appointments as and when required.
* Support service users to complete paperwork when required e.g. benefits, housing, school etc.

**Risk Management**

* Assist in the development of 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.

**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, Case Conferences, LAC Reviews.
* 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 senior staff, assist in the supervision, management and training of new staff and bank staff.

**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**

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**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 in social care dealing with challenging behaviours aged 11 to 17 years inclusive.
* 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).

**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.**