

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Project Worker

**Date:** July 2017

**Part 1: Job Description**

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| 1. **Purpose:**   To assist young people to gain relevant education, experience and qualifications to finish their mainstream education in an Alternative Education Setting in line with EANI Service Level Agreement and DE EOTAS Guidance (Sept 2014). The Pathways Project delivers a full-time Alternative Education Provision (AEP) to young people in Year 11 and Year 12 in the Belfast Region. Your role will be to effectively re-engage service users in the learning process within a strong pastoral care environment. You will be required to lead and deliver on the personal and social development aspects of the curriculum at both an accredited and non-accredited level, including the design deliver and internal moderation of The Prince’s Trust PDE programme up to diploma level. |

**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

**8.0 Salary** Grade 4, £16,936 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 week

**Responsibility:**

**13.0 Key Responsibilities:**

**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, Boxall Profile assessment and care plans.
* Liaise with the Project Manager and link schools 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 accredited training in line with post requirements eg Prince’s Trust PDE, OCR, and OCN etc.
* 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 vocational learning and work experience.

**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.
* Operate SIMS system through C2K Programme.

**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

**Date:** July 2017

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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 a social care dealing with challenging behaviours with young people aged 10 -17 years old.
* 1 years’ experience of delivering structured/accredited training to young people.
* 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).
* Experience of working in an AEP setting.

**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**