**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Social Worker (Homeless Traveller Project)

**Date:** April 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 user their families and friends as well as working closely with other organisations including the police, local authority departments, schools and the probation service.  **2.0 Specific To Post**  This post specifically involves assessing and supporting people with complex needs to access accommodation, including maintaining tenancies in the community. The post involves working intensively with individuals and families from the Travelling Community who are homeless or at risk of homelessness and who may have additional support needs relating to mental health and physical health problems, addiction issues, learning disability, offending and children/family etc. The post involves working in partnership with service users in their home environment to ensure they can successfully maintain their own property or accommodation placement and 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 with effectively with risk. |

**1.0 Group:** Extern Organisation

**2.0 Directorate:**  Supporting Communities

**3.0 Job Group:** Social care

**4.0 Responsible To:** Project Manager, MDHST

**5.0 Location:** Francis House, 9-12 Brunswick Street, Belfast **Hours of Work:** 20 hours per week (including unpaid breaks)

**6.0 Salary** £21,618 per annum pro rata

**7.0 Functional** Homeless Travellers Project

**Responsibility:**

**8.0 Responsible for:** Students/ Volunteers

**9.0 Direct Reports:**

**10.0 Budget**

**Responsibility:**

**11.0 Key Responsibilities:**

**Service Users**

* Take referrals from appropriate bodies, initial assessment with service user, discuss referral with project manager
* 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 to voluntary and statutory services 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 as appropriate.
* Provide intensive support to individuals and families to secure accommodation and link-up with voluntary and statutory support services that meet their needs
* 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.

**Communication (Internal & External)**

* Multi-agency and multi-disciplinary working.
* Attend, chair 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, Housing Executive 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 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.

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**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 (people who are vulnerable, homeless or have complex needs relating to mental or physical health, housing or addictions).
* Demonstrate understanding of issues affecting those who are homeless with multi-complex needs and the use of an assertive outreach model of practice to secure engagement
* Willing to register with NI PQ Framework and undertake studies.
* IT competent.
* NISCC registered or eligible to register with NISCC.
* Current Full Driving License, relevant motor insurance which enables you to use your vehicle for business purposes.

(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:**

* 1 years’ experience working within the homeless or BME sector.
* Experience working with individuals from the Travelling Community

**NOTE**

**This post is subject to an enhanced ACCESS NI/Garda check.**