Job Ref: SKW/03/17

Dear Applicant

**Sessional Worker**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within the attached documents. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Important Notes**

Once you have submitted or posted your application form please allow 15 working days after the closing date for a response. We do not notify applicants of an unsuccessful application, if no response has been received within this time, please accept this as confirmation that your application has been unsuccessful.

Please email the completed application form to ciara@ascert.biz or alternatively post to: ASCERT, 23 Bridge Street, Lisburn, Co. Antrim, BT28 1ZX.

Any applications received after 4pm on the closing date will not be accepted. As we are a charitable organisation ASCERT cannot accept receipt of forms which carry a surcharge due to incorrect postage amounts.

All candidates are subjected to enhanced Access Ni check.

Closing Date : Tuesday 21st March 2017 @ 4.00pm

Regards

Ciara Hazzard

Human Resources Officer

Encs: Application Form, Job Description, Person Specification

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**JOB DESCRIPTION –SESSIONAL WORKER (Self-Employed)**

ASCERT (Action on Substances through community Education and Related Training)

**Hours:**

Sessional (approximately 1 hour sessions) Part-time, flexible (some evenings and weekends)

**Responsible to:**

Service Manager

**Summary**

As a self-employed Sessional Key Worker within ASCERT’s Services you will be part of a multidisciplinary team that provides services that aim to reduce the impact of substance use on individuals, families and the community.

Main Tasks

1. To have good knowledge/relevant qualifications/experience of Alcohol and Drug Misuse.

2. To have the ability to provide sessions in a stimulating and therapeutic environment.

3. To have good self-organisation and planning skills, to engage service users in activities.

4. To work with staff and service users to develop and review personal development plans.

5. To develop positive links with a range of community resources, specialist and

 mainstream services.

6. To provide sessions for service users on an individual one-to-one basis or a group work basis

7. To be flexible and responsive to the needs of individual service users.

8. To be encouraging and supportive, building on service users existing skills.

9. To develop warm and trusting relationships with service users and encourage them to

 express their own needs and interests.

10. To respect service user’s right to privacy and ensure that their dignity is maintained at all

 times.

11. To enhance the confidence of service users through encouragement and positive feed- back.

12. To encourage service users to make choices and decisions.

13. To follow Health and Safety guidelines carefully and alert the Service Manager

 immediately of any concerns in relation to Health and Safety issues.

14. To accept regular support and supervision from line manager.

15. To carry out all work in a manner consistent with the aims of ASCERT and the service

 principles adopted by ASCERT Services

16. To maintain confidentiality at all times in accordance with the agreed policy.

17. To comply with and to implement the current equal opportunities policy agreed by ASCERT.

18. To observe any written policies, procedures and guidelines for good practice agreed by

 ASCERT.

19. Any other duties as required subject to change and review.



# PERSON SPECIFICATION – SESSIONAL WORKER KEY WORKER

**Qualifications/Knowledge/Skills Requirement**

1. Recognised third level qualification in Health & Social Care or related field

Assessed by Application Form and Interview Essential

1. A good knowledge of current Alcohol and Drug issues

Assessed by Application Form Essential

1. An ability to provide stimulating sessions to Adults, Young People

Assessed by Interview Essential

1. An ability to engage clients in activities

Assessed by Interview Essential

1. Good verbal communication skills and an ability to listen sensitively to others

Assessed by Interview Essential

1. Written communication skills with an ability to contribute to a record keeping system Assessed by Interview Essential
2. An ability to work with people in groups Essential

Assessed by Application Form

1. Excellent interpersonal skills

Assessed by Interview Essential

1. A basic understanding of mental health needs

Assessed by Application Form and interview Desirable

1. Ability to work as part of a team and on own initiative

Assessed by Interview Essential

1. An ability to deal with conflict and stress

Assessed by Interview Essential

1. An ability to provide sympathetic, emotional and practical support to service users

Assessed by Interview Essential

1. An understanding of the aims and principles of ASCERT

Assessed by Interview Essential

1. Understanding of Equal Opportunities and Policies adopted by ASCERT Essential

**Experience**

1. Experience of working with people with Alcohol and Drug Issues

Assessed by Application Form Essential

1. Experience of Motivational interviewing skills

Assessed By Application Form Essential

1. Experience of providing one to one sessions

Assessed by Application Form Essential

**Personal**

1. Willingness to work flexible sessions according to needs of the clients and by mutual agreement

Assessed by Interview Essential

1. Willingness to participate in regular supervision with line manager

Assessed by Interview Essential

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# TERMS AND CONDITIONS – SESSIONAL WORKER KEY WORKER

**Self-Employment:**

We understand that under self-employment rights, you have the right to send other personnel to complete this work. Within this contract only personnel with ASCERT Access NI clearance are eligible to carry own work on behalf of ASCERT.

**Lone-Working:**

As a sessional working you must work in accordance with Health and Safety Policies, Safeguarding Protection Policies and any other guidance considered necessary by ASCERT to ensure safe and effective work practices.

Equipment:

As a self-employed sessional worker you will be required to provide your own equipment such as: Mobile Phone, Laptop computer which you will use as part of your role. Equipment needs to be compatible with MS products i.e. Word, Excel, Outlook.

**Admin/Client Notes:**

All client notes and other information will be inputted to ASCERTs client management system. Sessional workers must provide their own input devises to complete session notes and activities. Admin tasks in relation to Clients are not part of the contact time with Clients, but have been costed into the overall per-hour rate of pay. Workers will be given login details and instruction at induction.

**Training and Development:**

ASCERT prides itself in being the leading Alcohol and Drugs training organisations in Northern and Ireland and as such we encourage our workers to participate in development training. All training provided will be free to participants. Sessional workers will not be paid for participation in training of which five days will be required for induction to ASCERT which will take place over the first few months of starting any work with the organisation.

**Travel remittance:**

# This has been taken into consideration when setting the hourly rate within the pay structure for sessional work and is not paid.

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# Pay Structure:

Key Worker £20 per hour

# Hours of Work:

As required

# Probationary Period:

The first six months will constitute a probationary period.

# Sickness Policy:

You will not be entitled to company sick pay.