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| **JOB DESCRIPTION** | **Steps to Cope Project Worker**  |
| **RESPONSIBLE TO** | Service Manager |
| **LOCATION** | Belfast base with regional travel |
| **LENGTH OF POST** | March 2018 (with possible 1 year extension) |
| **HOURS** | 35 hours |
| **SALARY** | NJC Scale Pt - 28 £24’964 + 4% pension |
| **OVERALL PURPOSE**The Steps to Cope service is a Northern Ireland wide initiative that aims to reduce the harm to young people who are affected by a parent or carers alcohol misuse. The project will provide a web-based platform for engaging with young people, provide direct support to young people through face to face intervention and develop a network of trained practitioners across Northern Ireland to provide interventions to young people. The project will also have a strong focus on involving young people in processes to inform the management and implementation of the project.The Steps to Cope Project is funded by the Big Lottery Fund Regional Impact of Alcohol Programme. It is a partnership between ASCERT, Barnardos, SEHSCT and AFINet UK.There will be three project workers and each will be involved in all aspects of the projects work, but this post will have a lead responsibility in the team for *youth participation,* meaning you will lead on identifying young people to take part in participation groups; facilitate young people’s participation groups and support their development and support delivery of Project activities.The project worker will have a range of responsibilities that include providing direct interventions and support to young people via telephone, electronically and face to face; providing training to practitioners in the use of the steps to cope intervention; and supporting young people to participate in the work of the project. The project will have a permanent base but project workers will be expected to travel throughout Northern Ireland to perform their responsibilities.  |
| **Supporting young people**  | * Ensure that young people engaged with the project are properly safeguarded and supported
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| * Provide advice and guidance to young people via the steps to cope web platform, through telephone, email and instant messaging.
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| * Provide 1 to 1 support to young people using the steps to cope intervention
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| * Monitor young people’s interaction with the steps to cope project with regard to safeguarding and child protection procedures.
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| **Awareness raising and promotion** | * Delivering information sessions to groups of young people to raise their awareness of parental alcohol misuse
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| * Promoting the steps to cope project by attending events and distributing literature
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| * Make presentations to relevant organisations across the public and voluntary/community sectors
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| **Training and Development** | * Be trained to use the steps to cope intervention with young people
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| * Be trained to train other practitioners to use the steps to cope intervention with young people
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| * Provide advice and mentoring to practitioners that have been trained in the use of the intervention to support practice development
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| * Support quality assurance processes to monitor the use of the intervention
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| **Young People’s Involvement Projects** | * Undertake the lead role in the identification of young people to take part in participation projects
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| * To facilitate young people’s participation groups, support their development and support delivery of project activities
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| * Engage young people in the evaluation of the project
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| **Monitoring and Evaluation** | * To record information that is required to monitor the performance of the project
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| * To provide written reports on your work as required
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| * To collect data from a range of stakeholders including young people, practitioners and organisations to support the evaluation of the project
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| **General Responsibilities** | * To ensure the health, safety and welfare of all clients is paramount at all times
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|  | * To help develop and maintain effective communication links with statutory, community and voluntary organisations
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|  | * To offer support and advice to those responsible for young people’s welfare
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|  | * To participate in team and organisational meetings as required
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|  | * To participate in conferences, courses and meetings organised/arranged by the service when required to do so
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|  | * You will be expected to be involved in the delivery of at least 1 Strengthening Families programmes per year which will involve evening work.
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|  | * To carry out other responsibilities that may be required, as commensurate with the post.
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**Main duties and responsibilities**

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| **Description** | **DANOS Code** |
| [Enable access to services to those affected by someone else’s use of alcohol or other substances](http://www.fdap.org.uk/documents/SFHAB7.pdf) | AB7.2014 |
| [Raise awareness about substances, their use and effects.](http://tools.skillsforhealth.org.uk/competence/show/html/code/AD1/) | AD1.2012 |
| [Contribute to the protection of individuals from harm and abuse](https://tools.skillsforhealth.org.uk/external/191_HSC335.pdf) | HSC335 |
| [Exercise professional judgement in social work](http://nos.ukces.org.uk/PublishedNos/SCDSW4.pdf) |  SCDSW4 |
| [Manage your role as a professional social worker](http://nos.ukces.org.uk/PublishedNos/SCDSW3.pdf#search=social%20work) |  SCDSW3 |
| [Develop Social work practice through supervision and reflection](http://nos.ukces.org.uk/PublishedNos/SCDSW2.pdf#search=social%20work) | SCDSW2 |
| [Receive, analyse, process, use and store information](https://tools.skillsforhealth.org.uk/external/145_HSC3115.pdf) | HSC3115 |
| [Promote effective communication for and about individuals](http://tools.skillsforhealth.org.uk/competence/show?code=HSC31) | HSC31  |
| [Reflect on and develop your practice](http://tools.skillsforhealth.org.uk/competence/show?code=HSC33) | HSC33 |
| [Promote choice, wellbeing and the protection of all individuals](http://tools.skillsforhealth.org.uk/competence/show?code=HSC35) | HSC35  |
| [Facilitate learning through presentations in health and social care settings](http://nos.ukces.org.uk/PublishedNos/SCDHSC3108.pdf#search=Social%20Work) | SCDHSC3108 |

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| **PERSON SPECIFICATION** |
| The following ESSENTIAL criteria will be assessed at the application stage | Indicates those criteria which will also be assessed on the selection day and where they will be evidenced: |
| Professional training: A professional 3rd Level Qualification qualification in a related discipline (and registerd with appropriate local, regional or national standards agency |  |
| Experience:A minimum of 2 years experience of working with vulnerable young peopleANDExperience of assessment, and the delivery of 1 to 1 or group interventions to young people.ANDTraining in and use of the Steps to Cope or 5 Step intervention | InterviewInterview |
| KnowledgeAwareness of issues facing young people affected by the alcohol missue of a parent/carerAn in depth understanding of safeguarding issues | Interview |
| Excellent oral and writtencommunication skillsFor the management of caseload information, the production of management reports, and presentations when required. | Interview |
| Sound planning and organisational skillsTo manage a demanding workload including scheduling and delivery of several commitments in parallel and the management of data. | Interview |
| Excellent IT skills across a number of different applicationsIncluding Word, PowerPoint, Outlook. Competence in the use of the internet and social media. | Interview |
| Ability to travel to deliver the programmeAccess to a car and a full UK driving license or guaranteed access to other appropriate form of private transport. |  |
| Ability to be an effective team player Both as a member of the work team and more widely as a team member within the organisation and its related partners | Interview |
| Empathy with ASCERT’s purpose and values Including an interest and sensitivity to other cultures and a strong commitment to equal opportunities and diversity. |  |
| Willingness to work unsocial hours including evenings and weekends (with notice) and travel within the area of operations |  |
| Desirable Criteria | Evidence – Application Form |
| Experience of the design and delivery of training programmes or instruction to others | Application |
| Experience of projects or processes to involve service users  | Application |
| Social Work Qualification | Application |