**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Project Worker

**Date:** July 2018

**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. The Time Out programme meets the needs of young people (8-17) and their families by providing an alternative to placement in short-term and/or long-term care by providing a three to four-day (two to three nights) social, educational, cultural and recreational break at an Extern youth facility.  Time out staff engages the child or young person in a range of activities and can help him/her examine lifestyle issues while the social worker intervenes with the carers thus allowing the child or young person to return to their living arrangements with the crisis being averted. This approach prevents breakdown in living arrangements and the child or young person can subsequently be referred to a programme within Extern's continuum of services. |

**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:** 10-14, Bishop Street, Derry, BT48 6PW

**7.0 Hours of Work:** 40 hours per week varied over a residential shift pattern

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

**9.0 Responsible for:** Bank Staff, volunteers and students

**10.0 Key Responsibilities:**

**Service Users**

* When required, take referrals from appropriate bodies, carry out initial assessment of service user, discuss referral with team.
* Contribute to the development of appropriate service user programmes.
* Contribute to the assessment of service user needs for referrals to external agencies and make appropriate referrals when required.
* Assist in the case management of identified service users.
* 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**

* Read and risk assess referral information and risk assess with team.
* 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. managing the environment, room checks, medication administration, on call procedures.
* Adhere to the Time-out code of practice, safeguarding procedures and relevant external standards.

**Communication (Internal & External)**

* Working and contributing positively and constructively as part of a team.
* 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 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 and assessment reports.

**Supervision**

* Ensure that you are receiving adequate supervision in line with the Morrison model.
* 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.
* Core training such as TCI and First Aid should be refreshed and kept up to date.

**Health & Safety**

* Adhere to Extern’s Health & Safety Policies and Procedures e.g. Lone Working Policy, Guardian 24.

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Project Worker

**Date:** July 2018

**Part 2: Person Specification**

**PERSON SPECIFICATION**

**Essential Criteria:**

* 4 GCSE’s grade A-C including English and Mathematics or equivalent.
* 2 years’ experience of working within a social care setting to include working with young people with complex needs.
* Computer literate.
* Ability to demonstrate in application form/at interview - communication skills written and verbal/non-verbal.
* Access to car, with full driving licence and business insurance, to enable travel throughout Ireland and the UK and willing to undertake regular overnight stays away from home. *(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).*
* Be registered or willing to register with NISCC within 1 month of employment.

**Desirable Criteria:**

* 1 years’ experience working in a residential setting with young people aged 8-17 years.

**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.**