

Case Worker	
Grade	Case Worker
Reporting to	Local LMT
Contract	Permanent
Hours	<p>Full Time – 39 per week, £26,390 per annum Part Time – 27 per week, £18,270 per annum</p> <p>All roles are rota based including mornings, evenings and weekends. Some hybrid working can be considered</p>
Scope of Responsibility	<p>To be a member of a multi-disciplined team using holistic approaches to support Depaul service users. Working to a housing-led, low threshold, harm reduction approach, where service users receive a high degree of support and advice. Depaul has a commitment to service user participation and to empowering our service users to manage their own lives.</p> <p>The aim of the role is to support and signpost service users into services that will improve their housing, health and wellbeing while improving the service users quality of life. This is achieved through the provision of engagement and individualised support plans, targeted interventions, signposting and group work. You will work proactively form strong relationships and gain service users' trust, striving to provide the best possible service levels at all times.</p>
Key Areas of Responsibility	<p>Service user focus</p> <ul style="list-style-type: none"> ● To provide service user support in a person lead manner, which is both professional and respectful. ● Assess the safety and wellbeing needs of the service user and develop plans which address and reduce identified risks. ● In partnership with service users, to assess their needs and develop support plans, which are flexible and respond to the changing needs of the service users. ● To work with service users and relevant external agencies in order to deliver meaningful and effective key working ● To support service users to integrate with their communities in line with good neighbourhood principals. ● To advocate on behalf of service users to achieve the best outcomes for them. ● Provide outreach work within the community based on service delivery needs <p>Health & Safety</p> <ul style="list-style-type: none"> ● To ensure that Health and Safety standards are met within the service in accordance with Depaul’s Health and Safety policy and procedures.

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	<ul style="list-style-type: none"> To undertake assigned duties regarding the overall health and safety and security of the service and utilize available security systems to manage risk relevant to the service. To ensure completion of all relevant wellbeing and health and safety checks <p>Administration & Record Keeping</p> <ul style="list-style-type: none"> Carry out service administration tasks such as; upkeep of client records, financial transactions, internal and external reports, incident and accident management and other record keeping relevant to the roles. To remain vigilant to IT and cyber risks and comply at all times with Depaul's IT Security policies. <p>Other duties</p> <ul style="list-style-type: none"> To be a contributing team player, taking part in handovers, team meetings, core training, the mentoring of Volunteers and supporting other team members in ensuring all decision making is appropriate and consistent To at all times undertake your role in a professional manner maintaining a high quality standard of work in line with Depaul Values and ethos. <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
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Person Requirements	<p>Qualifications & Experience</p> <ul style="list-style-type: none"> A formal Level 3 qualification in a social care field, e.g. diploma in health and social care or equivalent <p>And</p> <ul style="list-style-type: none"> At least 2 years paid relevant work experience <p>OR</p> <ul style="list-style-type: none"> At least 3 years paid relevant work experience <p>And</p> <p>3 formal qualifications at Level 2 to include Math and English, e.g. GCSE's or NVQ</p> <p>Skills</p> <ul style="list-style-type: none"> Good working knowledge of risk assessment and risk management processes Good IT skills, including working knowledge of using IT systems to record client information Good written and verbal communication skills. The ability to compile and present accurate written and electronic reports <p>Knowledge</p> <ul style="list-style-type: none"> Have an understanding of homelessness and the issues that can lead to homelessness
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	<ul style="list-style-type: none"> • Have an understanding of what supports can be offered in homeless services to promote positive futures • Have knowledge/experience of working with needs assessment, key working and support planning for service users • Have a knowledge of the statutory and voluntary sector resources available to people experiencing homelessness or at risk of homelessness • Understand the importance for Health and Safety standards in the delivery of services on a day to day basis. • Knowledge of relevant statutory and voluntary agencies and the ability to network/liaise with all relevant bodies • Knowledge and willingness to work within the guidelines of Depaul vision mission and values. <p>Circumstances</p> <ul style="list-style-type: none"> • Ability to work on a rota basis (7 day week – Mornings, Evenings & Weekends) • Essential Criteria for community outreach Case Workers: Access to a car insured for business purposes during working hours, and a valid driving licence.
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with Depaul. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
NISCC	This post is subject to NISCC registration, if you do not hold a valid registration this must be completed within your probationary period.



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JOB DESCRIPTION DECLARATION

I can confirm that I have read and fully understand the role as outlined above. I accept the role as outlined and am aware that the above is not an exhaustive list.

I understand I will be issued a signed copy of this job description and a copy will remain on my file also.

Employee Name : _____ Signature: _____

Date: _____

Issued by on behalf of Depaul:

Manager Name : _____ Signature: _____

Date : _____