

Doc Title: Job Description LO	Issue Date: 20/06/2022
Doc Code: TCF/HR/F024	Issue No: 2



JOB DESCRIPTION

Job Title	Location
Inclusion Works Case Officer	South Eastern HSCT area based at; Cedar Foundation Training & Resource Centre 1 Upper Lisburn Road Belfast BT10 0GW The postholder will be able to avail of the Cedar Foundation's agile working practices.
Accountable To	
Service Manager	
The Service	
Inclusion Works creates and supports opportunities for people with disabilities to develop the skills to engage independently in the community and to enhance their health and wellbeing.	
Purpose of the Job	
Responsible for the delivery of the Inclusion Works Service directly to participants leading to sustainable to community inclusion, training or other programmes.	
Salary/ Hourly Rate	Hours of Work
Salary starting on £27,334 per annum, pro rata	24 hours per week
Closing Date	Length of Contract
6 th August 2024 at 10am	Permanent

Our Benefits
<ul style="list-style-type: none"> Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days Cedar offers an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution. Occupational Sick Pay Scheme Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities Staff recognition & reward incentives aligned to high standards of performance Cycle to work scheme. Health Cashback Scheme Special offers at over 600 leading high street and online retailers.

Our Vision, Mission and Values
<p>Our Vision is an inclusive society for all.</p> <p>Our Mission is to support individuals and families living with disability, autism and brain injury to live the lives they choose.</p>

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Our Values are Collaboration, Equality, Dignity, Achievement, Resilience.

Key Duties and Responsibilities

Service User

Assessment and goal planning

- To agree and review person-centred action plans for all participants
- To use the Outcome soft outcome measure to set goals & track participant progress
- To carry out a positive risk assessment on action plan activity
- To organise appropriate supports for participants to facilitate their engagement in individual action plan activity

Mentoring & Support

- To provide Basis Skills, Life Skills and Personal Developments support and training to participants
- To provide Disability specific training e.g. Personal Effectiveness following Brain Injury, Understanding my Neurodiversity ASD understanding/strategies
- To source and support community-based volunteering, training and social inclusion activity that can be sustained long-term

Community Engagement & Progression

- To build a wide network of contacts with community opportunities in the area to enhance outcomes
- Provide in-situ support, travel, training, application of strategies from in-house training sessions and mentoring support to enable participants to fully engage in community-based activities in their area
- Deliver Disability/ BI/ ASD Awareness Training to build the capacity of local communities
- Support progression pathways to exit service when action plan goals have been achieved

Quality

- Work within the quality assurance systems within Cedar (ISO Quality Management System)
- Ensure adherence to all health & safety and risk management processes
- Regular monitoring and review jointly with service users and referral agents

Financial

- Monitor and record performance of the service against targets
- Work towards full occupancy to meet compliance with funders in conjunction with referral agents
- Work with current financial administration systems of the Cedar Foundation
- To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency saving measures

Learning & Growth

- To undertake the Cedar Foundation mandatory induction training
- To attend training as identified through the training and development plan
- To participate in improvement activity within the organisation
- To promote the image of the organisation to the wider community

General

- To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To participate in marketing and promotional activities to raise the profile of Cedar Services

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- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.

Reserve List Candidates who are not successful at interview, but have met the minimum required standard for the post will be retained on a Reserve List for a period of no longer than 6 months for a similar post within Inclusion Matters.

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PERSONAL SPECIFICATION

CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Essential Criteria		
Criteria		Assessment
1.	<ul style="list-style-type: none"> RQF level 6 (e.g., Bachelor's Degree) or equivalent level professional qualification AND Minimum of 1 years' paid experience in the direct provision of education, training, or support OR Minimum RQF 4 or equivalent in a relevant discipline AND Minimum of 3 years' paid experience as above 	Application/interview
RQF Qualification framework table: https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean		
2.	Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook	Application/interview
3.	Ability to work independently with good organisational, communication & interpersonal skills	Application/interview

Desirable Criteria		
Criteria		Assessment
1.	Qualification in Health & Social Care, Social Sciences, Education, Training & Employment or Community Work	Application/interview
2.	Experience & understanding of the barriers in relation to disability	Application/interview
3.	Experience of interagency working	Application/interview

Values Competency		
Criteria		Assessment
1.	Collaborative working and the ability to work in a team to deliver our vision and strategic aims	Interview / Probationary
2.	Commitment to building a community that recognises Equality and Diversity	Interview / Probationary
3.	Ability to support service users to Achieve their full potential	Interview / Probationary
4.	Committed to ensuring the provision of high quality person centred services.	Interview / Probationary
5.	Demonstrating Resilience to meet the objectives of the job	Interview/ Probationary

Role Competency

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Criteria		Assessment
1	Knowledge of how to deliver a person-centred service with respect, care and compassion	Interview
2	Understanding of the Social Model of Disability/Other Vulnerable Groups	Interview
3	Ability to work independently	Interview
4	Effective communication & interpersonal skills to meet the needs of the post in full	Interview
5	Experience of multi-agency or multi-disciplinary working	Interview
6	Demonstrate a flexible approach to meeting the objectives of the job.	Interview
7	Demonstrate knowledge of safeguarding, disability, and equality issues	Interview
8	Demonstrate an ability to inspire, motivate and engage people to achieve	Interview

Conditions of Employment		
Requirement		Assessment
1.	The Right to Work in the UK.	Provide original Right to Work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer.	Give the name and contact details of referees in the application form.
3.	Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work.	Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required.
4.	<p>Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment.</p> <p><i>This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</i></p>	Provide both parts of a full current driving licence and evidence of appropriate car insurance
5.	Successful applicants will be required to go through an enhanced Access NI check.	Access NI Check

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER