**STEP Dungannon**

The Junction

12 Beechvalley Way,

Dungannon, BT70 1BS

**Tel:** 028 877 50211

**Email:** info@stepni.org

**Website:** [www.stepni.org](http://www.stepni.org)

August 2024

Dear applicant

Thank you for your interest in the role of Bi-lingual Mental Health Project Support Worker. I have enclosed the job information including the job description, personal specifications, and application form.

The application form and equal opportunity monitoring form should be completed and returned by the closing date of **12.00 noon on Friday 30August 2024** either byemail to alison.mccann@stepni.org or in hard copy to the Dungannon office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature by Friday 30 August 2024. Please note that late applications will not be considered.

I would like to take this opportunity to wish you well in your application, we look forward to receiving it.

Yours faithfully

Pamela McGinn

Pamela McGinn

STEP



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**Job Description**

**Title:** Bi-lingual Mental Health Project Support Worker

**Hours per week:** 22.5 hrs per week. These will normally be within 9.00 - 5.00 but may involve some occasional work outside of these hours.

**Salary:** £14,400 (Pro Rata Equivalent to £24,000 salary for 37.5 hrs) + 5% contribution to pension. Access to company healthcare scheme.

**Duration:** Maternity cover

**Employer: STEP**

**Employment location**: The position will be based in the main STEP office in The Junction, Dungannon.

**Project Information:** The 1 + 1 Mental Health Support Project is an early intervention mental health support service being delivered across 3 geographical areas. It is aimed at Ethnic Minorities who are experiencing depression, including those ‘self-medicating’ with alcohol, prescription, or recreational drugs. The project will raise awareness in BME communities of existing services.

**Key Function:** To support the delivery of the 1+1 Mental Health Project by:

* Working as a team with other project support workers, host organisation and project management to deliver the overall project.
* Taking direct responsibility for delivery within a designated geographic area
* To support an individual client case load of approx. 8 clients weekly

**Key Tasks:** The key tasks of the project support worker will:

* Be familiar with the range of relevant services available within their geographic area
* To take referrals into the project and assess for inclusion
* To signpost and support the participants in accessing and securing effective outcomes from those services and monitor progress
* To liaise effectively with existing funded organisations to enable access to their services for project participants
* To carry a caseload of clients working effectively to meet client need.
* To work with the participant and provider to overcome barriers/ obstacles to effective outcomes for the participant
* To record and monitor participant progress
* To report to the project manager on the progression of the agreed outcomes for participants and the project.
* To participate and contribute to the team
* To actively contribute to the shared learning
* To promote and advertise the overall project

This is not an exhaustive or restrictive list. It is intended only to identify key aspects of the role.

**Essential / minimum Criteria:**

1. **Vocational skills**
* Must have a good level of general education
* Must be bilingual in any of the following – Portuguese, Lithuanian, Polish, Ukrainian, Russian, Tetum with evidenced competency in both languages at speaking, writing, listening at level 2 on the national framework of qualification (equivalent to pass (grade D at GCSE level)
* Must have completed mental health awareness training or if relevant experience then commitment to completion will be accepted
* A high level of competency in use of IT and Microsoft packages
1. **Transferrable skills**
* Positive approach to problem solving
* Able to build the confidence and motivation of others
* Good team worker and able to use initiative
* Capacity for reflective practice
* Capacity for empathy within professional boundaries
1. **Experience**
* previous experience of effective recording and administration
* previous experience of managing a client caseload
* previous experience of at least one year working in a community setting
* previous experience of at least one year working in a minority ethnic context
* be willing to undertake additional training & development where identified

**Desirable Criteria**

* Working competence in a third language
* Previous experience of working in the field of mental health
* Previous experience of using recovery indicator & assessment tools
* Accredited qualification in mental health support and recovery

**Application for Employment**

**Bi-lingual Mental Health Project Support Worker**

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**Please complete and return as a word document.**

**Section 1 - PERSONAL DETAILS**

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| --- | --- | --- | --- |
| First name |  | Surname |  |
| Email address |  |
| Telephone |  | Mobile |  |
| Address and post code |  |
| How would you like us to contact you (email, telephone, post)?  |  |
| Where did you see this job advertised? |  |
| Are you a UK/Irish or EU citizen? | YES [ ]  NO [ ]  | If not, do you have a permit to work in the UK? | YES [ ]  NO [ ]  |
| For this job, you will need to have the right to work in the UK or have a valid UK work permit. If you are not a UK, Irish or EU citizen, you will be asked for documentation to support your right to work in N. Ireland |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | YES [ ]  NO [ ]  | If so, please give details:Date/Offence/ Penalty. |  |
| Are there any cases pending against you? | YES [ ]  NO [ ]  | If so, please give details: |  |
| Is there any reason why you cannot work in regulated activity? |  |
| Note: A criminal conviction not relevant to the duties of the post will not exclude you from consideration/employment. Failure to disclose any conviction will. |
| Do you consider yourself to have a disability relevant to the position applied for? YES / NO If so, please give details. | Yes/No | If selected for interview, do you have any particular needs to enable you to attend?  |  |
| Are you currently employed?  | Yes/No | If so, what is your notice period that you must give your employer if leaving?  |  |
| Do you hold a clear driving license? |  | With access to a car for purposes of work? |  |
| Are you applying for full time hours 37.5 or part -time? If part-time please specify the number of hours. |  |
| Should your application for this post be unsuccessful, do you wish your application be held and considered for other positions available? |  |
| **SIGNIFICANT DATES**Earliest date I could commence work: Dates not available for interview: Existing holiday bookings: No of days sickness absence during past two years:  |

**1.2 – REFEREES**

Please give the names of two people who can be contacted to give references for you (e.g. line manager, tutor). References will only be sought if an offer of employment has been made.

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|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship to applicant |  |  |
| Company |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(Full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

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|  **Subject studied**  | **Duration of study**  |  **Examination Results / Certification**  |  **Date of qualification** |
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 **HIGHER EDUCATION-** This applies to attendance & qualifications from University, or other third level College

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| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates****From To** | **Subject** |  **Qualification obtained** | **Year Obtained** |
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**Give details of any short courses or training attended within the last 3 years**

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|  **Course Title** |  **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved**  |
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**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

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| --- | --- | --- | --- | --- |
| **Dates*****From To*** | **Employer and** **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
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**3.1 Employment Gaps:** Please detail reasons for any gaps in employment.

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| **Dates*****From To*** | **Detail gaps in employment.** |
| **DD/MM/YY** | **DD/MM/YY** |  |
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1. **ESSENTIAL CRITERIA: Please evidence how you meet the criteria below.**

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| **Essential -Vocational skills*** Must have a good level of general education
* Must be bilingual in any of the following – Portuguese, Lithuanian, Polish, Ukrainian, Russian, Tetum with evidenced competency in both languages at speaking, writing, listening at level 2 on the national framework of qualification (equivalent to pass (grade D at GCSE level)
* Must have completed mental health awareness training or if relevant experience then commitment to completion will be accepted
* A high level of competency in use of IT and Microsoft packages
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| **Essential - Transferrable skills*** Positive approach to problem solving
* Able to build the confidence and motivation of others
* Good team worker and able to use initiative
* Capacity for reflective practice
* Capacity for empathy within professional boundaries
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| **Essential - Experience*** previous experience of effective recording and administration
* previous experience of managing a client caseload
* previous experience of at least one year working in a community setting
* previous experience of at least one year working in a minority ethnic context
* be willing to undertake additional training & development where identified
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| **Desirable Criteria*** Working competence in a third language
* Previous experience of working in the field of mental health
* Previous experience of using recovery indicator & assessment tools
* Accredited qualification in mental health support and recovery
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| **Personal Statement to address the specification detailed within the post requirements and personal specification. Please tell us why you feel you would be the right candidate for the job.** *\*Please address each individual point* |
|  |

**NOTES:**

Where the number of candidates meeting the essential criteria warrants further reduction before selection for interview, STEP reserves the right to select for interview, only those candidates meeting the essential criteria who, based on the desirable criteria and their overall standard of application, best meet the needs of the organisation.

STEP reserve the right to draw inference of capacity to meet the demands of the position from the standard of presentation of the application.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, STEP have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form, I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with STEP policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

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| Signed |  | Date |  |

Completed applications should be returned by the closing date of **12 noon on Friday 30 August 2024** either byemail to alison.mccann@stepni.org or in hard copy to the Dungannon office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature by Friday 30 August 2024. Please note that late applications will not be considered.

**Please place this form in a separate envelope and mark: EO Monitoring Form.**

**EQUAL OPPORTUNITIES FORM**
 STEP is fully committed to the active promotion of equality and diversity in its employment practices, in the work that it undertakes and in the provision of all its services. STEP treats all employees, service users and the people with whom we engage fairly, irrespective of their age, gender, sexual orientation, ethnicity, faith, disability or impairment, including HIV status and mental health.

STEP needs to record these details which will only be used to fulfil our equal opportunities obligations and as a guide to developing inclusive recruitment strategies. The information contained in this form is completely confidential.

|  |  |
| --- | --- |
| Job Title of post applied for |  |

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| --- |
| Your age range (please tick box) |
| 16 – 21 | 22 – 30 | 31 – 40 | 41 – 50 | 51 – 60 | 61 – 65 | 65+ | Not stated |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Gender | Male [ ]  Female [ ]  |
| How do you identify your ethnic group? Please tick the most suitable box or complete the section below |
| White | [ ]  | Black other | [ ]  | Bangladeshi | [ ]  | Caribbean | [ ]  |
| Irish Traveller | [ ]  | White other | [ ]  | African | [ ]  | Other European | [ ]  |
| Chinese | [ ]  | Pakistani | [ ]  | Indian | [ ]  | Other (state) |  |
| Do you consider yourself to have a disability? | YES [ ]  NO [ ]  PREFER NOT TO DISCLOSE INFORMATION [ ]  |
| If ‘YES’ Please state, the nature of the disability. |  |
| If you are a UK/ Irish citizen habitually resident in N. Ireland Please state your community background |
| Protestant/ Unionist |  | Catholic/ Nationalist |  |
| Are you a person with / without dependents (either children or adults)?  |
|  With dependents |  | Without dependents |  |
| If you wish, you may disclose information about yourself in this section about your religion and sexual orientation. |
| Religion  |  | Sexual Orientation |  |
| Date form completed |  |  |  |  |  |  |

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| --- | --- |
| Address | Monitoring Officer, STEP, the Junction, 12 Beechvalley Way, Dungannon |
| Email | alison.mccann@stepni.org |

**PLEASE RETURN YOUR COMPLETED FORMS TO:**