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| **JOB Title**  | **Community Project Worker**  |
| **RESPONSIBLE TO** | Service Manager (Prevention) |
| **LOCATION** | Primarily Lisburn, and from regional offices across Northern Ireland when required. This post will be expected to travel throughout the South Eastern Health Trust Area |
| **LENGTH OF POST** | Permanent subject to funding |
| **HOURS** | 17.5 hours per week  |
| **SALARY** | SCP Point 20 £30,296 Pro Rata (£15,148) plus 4% pension  |
| **OVERALL PURPOSE**ASCERT have grown to become one of the leading and best known providers of drug and alcohol services in Northern Ireland. We have developed an extensive experience of service development, planning and delivery across a range of disciplines and have secured and successfully delivered substantial contracts on behalf of public bodies. In 2021 we successfully achieved the Investors in People award and now hold the Gold award.ASCERT provide a wide range of services across the region, and now have bases in Lisburn, Omagh and Belfast. We are strongly linked to policy development and implementation of strategy at a regional and local level. We have strong partnerships with other services delivering treatment; training and community services to people that need support.The post-holder will be part of ASCERT’s Community Alcohol and Drugs Information and Networking Service team in the South Eastern Trust area. You will work alongside the other local Community Alcohol and Drugs Information and Networking Services that are in place across Northern Ireland in a strategic approach.You will support the DACT by working in partnership with strategic and local stakeholders (South Eastern Drug and Alcohol Coordination Team) with the planning and implementation of both local and regional action plans by delivering on actions to address alcohol and drug misuse. You will promote services and structures to respond to drug and alcohol issues and service user needs.  |
| **Service Development**  | ASCERT workers will work to the KPI’s that are set in line with service specification provided by funding bodies. |
| ASCERT workers will have defined KPI’s as part of their annual service targets  |
| Ensure a high quality service is delivered in line with the service specification and KPI’s in line with service objectives. |
| Contribute to the delivery of programmes which demonstrates initiative & independence on a regular basis. |
| Work collaboratively with colleagues to further develop ASCERT services |
| Contribute to the responsibility for responders and connectors training and development. |
| Use knowledge and experience to inform service delivery in line with DACT local and regional actions.  |
| **Key Responsibilities** | Supporting the regional initiatives through local initiatives actions |
| Supporting the delivery of a local drug and alcohol implementation plan through local partnerships and stakeholders |
| Supporting a local drug and alcohol service providers network |
| Supporting actions from local response protocol for drug and alcohol issues |
| Maintaining a directory of contacts across the service area |
| Ensuring service delivery is responsive to needs, tailored and customised to specific circumstances, and reviewed on a regular basis |
| Promoting and signposting service users, agencies and communities to relevant support services |
| Participation in the on-going monitoring and evaluation of the ASCERT Services |
| Provide regular reports to the Service Manager on the activities of the post.  |
| To work responsibly and professionally in partnership with other agencies in the delivery of the ASCERT Services |
| To work alongside the Service Manager in the formulation of service pathways |
| To attend staff meetings and organisational events |
| To carry out other responsibilities as commensurate with the post |
| **Professional Development** | Maintain and develop personal expertise and knowledge by reading, networking and further training in order to develop professional competence and to contribute to the development of competence within the team. |
| Help with the induction and orientation of new staff, volunteers and students. |
| Ensure professional development by seeking regular supervision and annual appraisals. |
| Effectively manage own time and prioritise workload, maintaining own administration and accurate personal records regarding travel, diary appointments, TOIL, and expenses incurred. |
| Be accountable and responsible for own professional practice, operating in line with professional code of conduct and within organisational policy and procedures. |

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| **PERSON SPECIFICATION** |
| **The following ESSENTIAL criteria must be clearly evidenced in section (1) in the application form. Failure to do so will result in a candidate not being selected for interview.** |
| **A:** Recognised third level qualification in a related field, Community Work, Health and Social Care, Diploma / F.Degree in Counselling; Health Promotion or equivalent. |
| **B:** A minimum of 2 years’ experience delivering education and awareness programmes  |
| **C:** A minimum of 1 years’ experience in partnership/interagency working within a health or community safety context. |
| **D:** A minimum of 1 years’ experience in event/project planning with particular reference to events held in a community setting. |
| **E:** A minimum of 1 years’ experience in working in partnership, or in an interagency context, to plan and deliver events or projects in a community/voluntary setting. |
| **The following DESIRABLE criteria should be evidenced in section (2) in the application form.**  |
| **F:** At least 1 years’ experience working in a drug or alcohol related role |
| **The following Criteria will be assessed at interview stage only** |
| **G:** Excellent oral and written communication skills  |
| **H:** Sound planning and organisational skills  |
| **I:** Excellent IT skills across a number of different applications |
| **J:** Ability to travel regionally to deliver services access to a car and a full UK driving license or guaranteed access to other appropriate form of private transport |
| **K:** Effective team player  |
| **L:** Empathy with ASCERT’s purpose and values  |
| **M:** Willing and able to work unsocial hours including evenings and weekends (with notice)  |