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 **Job Description**

**Title:** Community Worker (part-time 16hrs)

**Responsible to**: Charity Manager

**Main Purpose**: To support acquired brain injury survivors, their families and carers by delivering Headway Highland services.

Key Tasks:

* To facilitate Headway Highland support groups.
* To offer telephone and Zoom support to our members.
* To organise appropriate activities for Headway Highland members to participate in while attending support groups.
* To organise trips/outings for support groups.
* To support the Charity Manager in developing and establishing new Headway Highland support groups.
* Assist the Charity Manager in identifying all appropriate funding streams.
* Organise and facilitate Headway Highland fundraising/awareness events.
* Attend where appropriate, networking events/workshops
* Supervise and support volunteers.
* Take part in regular supervision sessions with Charity Manager
* Take part in training appropriate to the role of Community worker.
* Updating Headway Highland’s facebook and social media with relevant information
* Promote the work of Headway Highland throughout the Highland Region.
* This is not an exhaustive list of your duties and outlines the general ways in which it is expected you will meet the overall requirements of this post.

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| **PERSON PROFILE** |
| POST | Headway Highland Acquired Brain Injury Community Worker  |
| LOCATION | Pan-Highland |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| EXPERIENCE | Experience of supporting vulnerable adults. | Experience of supporting people with an acquired brain injury.Experience of facilitating groups. |
| SPECIAL KNOWLEDGE | Understanding of the values and principles underpinning community care. | Understanding of support services in the community.Knowledge of interdisciplinary work and the skills to liaise effectively.Relevant qualifications e.g. SVQ 2 or 3 in social care. |
| PRACTICAL & INTELLECTUAL SKILLS | Ability to work independently, proactively and collaboratively.Excellent communication skills and networking abilities Ability to prioritise, adapt and be flexible.Good IT skills |  |
| DISPOSITION/ATTITUDE | Personal motivation.Positive attitude.Honesty and openness.Commitment. |  |
| SPECIAL CIRCUMSTANCES | Car driver, access to vehicle to travel.Willingness and ability to work flexibly for example; evenings or weekends. Ability to work from home. |  |