**Moving On Inverclyde – Project Worker**

**Job Description**

**Hours:** 35 hours per week

**Salary:** £24,000 per annum; any increments or enhancements to be approved by Board

**Work base:** Moving On Inverclyde premises in Greenock, although the service is delivered from a variety of locations as required.

**Moving On Inverclyde**

Moving On Inverclyde is a community-based service supporting recovery from problematic substance use (alcohol and drugs) in Inverclyde. It is an active partner in a local network of services and supports for people in Inverclyde affected by drugs and alcohol. It provides a range of interventions through one-to-one and groupwork support to adults over 18.

**Role context**

MOI provides a 4-phase programme of recovery, from initial referral and assessment through to eventual move-on from the service. The Project Worker is the nominated worker for a number of service users and will support them throughout their recovery programme with Moving On. This is achieved using a process of recovery planning and review alongside each service user.

Support is delivered on a one-to-one basis as well as via groupwork as appropriate through the various stages of the programme. Project Workers will share responsibilities for delivering the 4 phases of the programme and individual workers may take a lead or focus on delivery of particular phases or therapeutic interventions.

The Project Worker actively liaises with, and works alongside, other local services and supports to help ensure seamless and comprehensive delivery of services needed by service users.

**Management**

The Project Worker reports directly to the MOI Service Manager. Supervision is provided 4-6 weekly and an annual system of appraisal is in place.

**Tasks and responsibilities**

* Act as a member of MOI team in the delivery of its recovery programme
* Carry out assessment of service users’ needs
* Assist service users in developing individual recovery plans
* Support service users in the implementation of their recovery plans
* Provide one to one key-working
* Facilitate group work sessions
* Facilitate and support joint working relationships with local agencies and groups
* Maintain clear written records of work with service users
* Maintain clear written and verbal communications, both internally and with a range of external agencies
* Take part in reviews of service users’ recovery plans
* Take part in regular team and case meetings and service user reviews
* Participating in local development and operational groups as relevant and feeding back relevant information to the staff team/management board
* Assist in sourcing funding opportunities for Moving On
* Assist as a team member in the ongoing evaluation and development of MOI
* Acting in a professional and respectful manner to everyone at all times
* Following SSSC code of conduct at all times
* Carry out relevant administrative duties as required, including dealing with enquiries and petty cash
* Maintaining security and safety of the premises and the people using them
* Acting as an ambassador for MOI and promoting the service
* Taking part in MOI’s social media activities
* Taking part in activities relating to continuous professional development
* Following established MOI and other relevant policies and procedures
* Supporting the service manager in monitoring and evaluating all aspects of the service
* Carrying out other reasonable duties as directed
* Supporting and encouraging user involvement practice within MOI

**Therapeutic approaches**

* Person-centred
* Belief in people’s ability to recover from alcohol and drugs problems
* Belief in the potential to live a fulfilling life
* Non-judgemental
* Rights-based
* Focus on range of recovery outcomes
* Trauma-informed
* ROSC-informed
* Involving families as appropriate
* Service user involvement

**ROLE SPECIFICATION**

**Qualifications**

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| --- | --- |
| Formal Qualification in Health & Social Care (Minimum SVQ Level III or HNC) or equivalent | Essential |
| Certificate or Diploma in Alcohol & Drug Studies | Desirable |
| Relevant Degree or professional qualification | Desirable |
| Counselling Skills e.g. COSCA | Desirable |

**Experience and Knowledge**

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| --- | --- |
| Knowledge of methods of supporting people and families with complex needs | Desirable |
| Knowledge of methods of supporting people with problematic substance use | Essential |
| Knowledge of national and local policy and standards frameworks relating to health and social care; and substance use in particular | Essential |
| Experience of supporting individuals with problematic substance use | Essential |
| Experience of using tools to assess the needs of service users | Essential |
| Experience of planning, providing and reviewing individual person-centred support | Essential |
| Experience of delivering therapeutic group-based interventions | Desirable |
| Experience of record-keeping in relation to needs of service | Essential |
| Experience in using information and communications technology, including email, word processing, social media and other applications | Essential |
| Experience of team meetings and inter-agency meetings | Desirable |
| Experience of working alongside other organisations and groups, statutory and non-statutory | Essential |
| Experience and knowledge of charitable funding and ability to contribute to funding strategy | Desirable |

**Personal Attributes**

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| --- | --- |
| Self-motivated with a ‘can do’ attitude | Essential |
| Ability to organise and manage own workload | Essential |
| Works well as a member of a team | Essential |
| Takes a solution-focused approach to challenges | Essential |
| Excellent interpersonal and communication skills | Essential |
| Demonstrates professionalism and ethical approach at all times, working to recognised standards and procedures | Essential |
| Commitment to continuous professional development | Essential |
| Current driving licence | Desirable |
| Committed to keeping up to date with current legislation and trends within the substance use field. | Essential |

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