



EARLY INTERVENTION PROJECT WORKER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Early Intervention Project Worker (Time 4 Us)
LOCATION	Alloa (Service Forth Valley Wide)
NUMBER OF HOURS	1 x Full Time (35hrs per week)
HOURS OF WORK	Monday to Friday from 9:00am until 4:30pm
CONTRACT TYPE	Permanent
SALARY	Full Time - £24,282 - £27,977
REPORTS TO	Service Manager / Senior Practitioner (Time 4 Us)

ORGANISATION OVERVIEW

Transform Forth Valley is a charity providing a wide range of services to support individuals and families who are impacted by societal, financial or health inequalities. Transform Forth Valley responds to identified need in the Forth Valley, and in partnership, supports individuals and families to tackle inequalities that diminish life chances. Transform Forth Valley considers the whole person, building a firm foundation from which an individual or family can achieve positive and lasting change. Transform Forth Valley's mission statement is: 'Transform Forth Valley' is dedicated to empowering individuals and families to live a more fulfilled life. We work with partners to actively challenge inequalities and to achieve sustainable change.

ROLE PROFILE

Time 4 Us work across Forth Valley providing support to children, young people and families who have been impacted by substance use. The service aims to increase parenting capacity and enhance adult, children and young people's self-esteem, confidence and resilience whilst supporting families holistically to make positive choices.

The Early Intervention Project Worker will work in partnership with Police Scotland and seek consents for engagement from identified individuals highlighted through the Vulnerable Persons Database (VDPs) concern reports. The purpose of this approach is to provide early intervention within a whole family approach, where therapeutic supports, and engagement with appropriate interventions, will allow individuals to address and resolve issues that have contributed to their negative experiences. This will enable individuals to get the appropriate help required in a timely manner and allow clients to heal from their past and or present adversities and trauma, increasing their resilience for the future.

The Early Intervention Project Worker will listen and act on the views of families with the aim of them staying together, where it is in the child/ren and or young person's best interest to do so.



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MAIN RESPONSIBILITIES

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- To respond in a timely manner to each vulnerable person's database concern report received from Police Scotland.
- To support families holistically who experience challenges in relation to substance use, domestic abuse, physical/mental health, and wellbeing and in relation to financial and societal issues.
- Support families to build capacity and resilience through responsive, timeous, and appropriate interventions, so that children and young people can remain in the care of their families, where it is safe for them to do so.
- Tackle inequalities, where life chances are diminished because of deprivation.
- Employ a whole person, systematic and partnership approach, through patient, persistent and flexible attitudes.
- Deliver therapeutic supports, acknowledging that issues are interrelated and require to be addressed collectively for outcomes to be achieved and change to be implemented.
- Undertake a strength-based approach with individuals, taking an investigative approach to fully assess the client's needs, aspirations, and goals.
- To be fully responsible for assigned case files, ensuring continuity-of-care for clients through effective case management.
- To implement, monitor, and review care plans, ensuring a holistic approach and that clients are central and directly involved in this process.
- To support clients to help them identify other services, agencies and activities that may help them deal with their presenting issues and build coping strategies to deal with potential lapse and relapse.
- Plan, deliver and evaluate interventions and strategies which enable families to thrive. (Using recognised and agreed theoretical models, via 1:1 contact).
- Promote, embrace, and ensure equality, diversity and the rights and responsibilities of individuals.
- Understand the need to protect children and vulnerable adults and adhere to all principles, policies, and procedures in effective safeguarding, and ensuring awareness of, and understanding of Forth Valley Child Protection and Adult Support and Protection procedures.
- Work with children and families as part of child protection planning, utilising an awareness of relevant systems and legislation.



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PARTNERSHIP WORKING

- Maintain professional links with relevant organisations to ensure co-ordination of care, referral links, general information sharing and profiling of service.
- Work in partnership with statutory and non- statutory services.
- Build and maintain excellent and collegiate working relationships with all other agencies.
- Attend and participate in meetings, where necessary, e.g., Children's Hearings, Child Protection case conferences, Adult Support and Protection meetings, welfare and or housing meetings etc).

ADMINISTRATION

- Complete all reports to a high standard ensuring they contain accurate and up-to-date information.
- Maintain accurate up to date records, reports, data, and case files that conform to appropriate protocols, audit standards, contract requirements and service level agreements.
- Ensure all paperwork is completed within the specified time requirements as specified by Transform Forth Valley.
- Be responsible for collecting and inputting accurate data to inform outcomes, outputs and 100% compliance (quality and completeness) for evaluation and funding purposes.
- Ensure confidentiality and data protection is maintained in accordance with relevant policies, contract requirements and the Data Protection Act (2018).

GENERAL PRACTICE

- Maintaining a knowledge and understanding of, and complying with, Transform Forth Valley protocols, policies, procedures, and codes of conduct.
- Keeping informed of evidenced based practice relevant to a whole family approach service.
- Having due regard to safeguarding and health and safety issues within agreed work programmes.
- Upholding and promoting Transform Forth Valley's commitment to inclusion, integrity and respect towards all Service Users and partners.
- Delivering excellence in all professional endeavours.
- Having a positive attitude and an enthusiastic approach to your work.
- Be committed to the Transform Forth Valley Equality and Diversity policy, and to work effectively with service users from a diverse range of backgrounds, understanding and respecting the impact of difference and diversity upon their lives.
- Actively participate in team meetings, and working as part of a team, to create working conditions conducive to providing better and fairer services to Service Users, their family, and the wider community.



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- Adapting and conforming to any changes within the service and contributing to the delivery of the service and/or quality improvement plans.
- Being able to travel throughout Forth Valley for the purpose of client care, service delivery, meetings, and training.
- Must hold a current, full UK driving license, have access to a roadworthy vehicle, whilst maintaining the appropriate business insurance for the vehicle for the purposes of the role

PERFORMANCE MANAGEMENT

The Time 4 Us Senior Practitioner will monitor and supervise your work through various means and will be your direct line of reporting and contact with regards to any matter(s) arising from your work.

- Actively participating in supervision, training, and appraisal in accordance with the Performance Management Policy.
- To undertake the appropriate Professional Development Planning (PDP).

COMMUNICATION

- Conducting all work, as a representative of Transform Forth Valley, in a professional manner.
- Consistently demonstrating good communication and interpersonal skills regarding interactions and engagements with others e.g., children and families, members of the public, colleagues, and partner agencies.
- Using a range of people skills in order, to identify, build, or enhance relationships with clients, families, and the wider community.

PVG / DISCLOSURE INFORMATION

Transform Forth Valley complies fully with the Disclosure Scotland Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, or the Protection of Vulnerable Groups (Scotland) Act 2007 for the purposes of assessing applicants' suitability for positions of trust. Therefore, Transform Forth Valley has determined that this post is classed as undertaking restricted work with children and protected adults that must be covered by the successful candidate having undertaken a satisfactory - **PVG Scheme Record for Restricted Work with Children and Protected Adults**.



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PERSON SPECIFICATION

Applicants will be measured against the following person specification

QUALIFICATIONS AND TRAINING	HNC Childhood Practice / SVQ 3 Social Services (Children and Young People), or equivalent	Essential
	Evidence of continuous professional development in relation to caring and support work	Essential
	A qualification in criminal justice, child protection or healthcare	Desirable
	Trauma informed training	Desirable
WORK EXPERIENCE	Experience of working directly with Children, Young People, and Families in an enabling role	Essential
	Evidence of continuous professional development in relation to Children and Families support work	Essential
	Experience of caseload management	Essential
	Experience of child protection joint working	Essential
	Experience of conducting holistic assessments and care planning with individuals	Essential
	Experience of multi-agency partnership working and the ability to build and maintain effective stakeholder relationships	Essential
	Experience of gathering performance data and maintaining databases and spreadsheets	Essential
	Experience and understanding of national/local policies and strategies in relation to Substance use, Domestic Abuse and Mental health	Desirable
KNOWLEDGE, SKILLS AND ABILITIES	Knowledge of the current Health and Social Care sector and the associated legislation and policies at local and national level	Essential
	Knowledge and understanding of child protection & adult support and protection procedures	Essential
	Knowledge and understanding re the effects of poverty and inequalities on children and families	Essential
	Knowledge and understanding of the effects of adversity and trauma on children, young people, and adults	Essential
	Knowledge of the Impact of Parental Substance Use (IPSU), domestic abuse and mental health on Children, Young People, and Adults	Essential
	Proven ability to coordinate and support interventions across different organisations	Essential
	Good Microsoft Office skills	Essential
	Good organisational skills	Essential



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	Excellent communication skills - verbal, numerical and written	Essential
	Ability to work effectively on own initiative	Essential
	Knowledge and skills of harm reduction strategies and engaging hard to reach populations	Desirable
ATTITUDE, MANNER AND DISPOSITION	A positive and engaging approach	Essential
	Open approach to partnership working	Essential
	Empathetic	Essential
	Positive 'can do' attitude	Essential
	Flexible	Essential
	Assertive and Solution focussed	Essential
OTHER	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance	Essential