

JOB APPLICATION PACK

Post: Temporary Rehabilitation Worker

**Closing Date:
12.00 pm on Friday, 22nd October 2021**

This post is subject to satisfactory references,
a PVG Check and Health Reference

Employee Specification for the post of Temporary Rehabilitation Worker

| CATEGORIES | EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST | |
|---|---|---|
| | Essential | Desirable |
| 1. Qualifications & Experience | <ul style="list-style-type: none"> • Degree/Diploma in Social Work, Nursing, Community Learning and Development or SVQ4 Social Services and Healthcare at SCQF Level 9. • Experience of working with individuals with problems relating to drug and/or alcohol use. | <ul style="list-style-type: none"> • Experience of working in the community. |
| 2. General Attainments | <ul style="list-style-type: none"> • Ability to reflect on professional practice. • Good interpersonal skills. • Ability to organise and prioritise workload. | |
| 3. Special Aptitudes | <ul style="list-style-type: none"> • Good communication skills. • Good written documentation skills including report writing. | <ul style="list-style-type: none"> • Computer literacy. |
| 4. Interests | <ul style="list-style-type: none"> • Commitment to personal development and updating of knowledge and skills. | |
| 5. Disposition | <ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Ability to cope with stressful situations. • Motivated and assertive. • Ability to establish and maintain working partnerships. | |
| 6. Circumstances | <ul style="list-style-type: none"> • Able to travel throughout Fife in a reasonable time. • Able to work outwith normal hours if required. | |

JOB DESCRIPTION

| | |
|------------------------|--|
| Job Title: | Temporary Rehabilitation Worker |
| Responsible to: | Service Manager Co-ordinator (on a day- to- day basis) |
| Salary: | FIRST Grade Points 22 - 25 |
| Work Base: | FIRST, 3 South Fergus Place, Kirkcaldy or other as deemed appropriate. FIRST currently operate a blended model with office/home working on a rota. |

MAIN ROLE

- 1.1 Deliver and manage a holistic service to clients through a range of interventions.
- 1.2 Carry out Assessments on clients and refer on to other services when required.
- 1.3 Review and evaluate client Action Plans regularly to ensure the most appropriate service is being offered and utilised to clients within the Community Rehabilitation Service.

MAIN DUTIES AND TASKS

- 2.1 Assess clients' needs for services in accordance with the services' assessment protocol and refer to other services where appropriate.
- 2.2 Develop individual Action Plans with clients of the community rehabilitation service.
- 2.3 Implement and manage individual Action Plans by providing one to one support and accessing groupwork and volunteer support if required.
- 2.4 Facilitate the effective use of other relevant services and networks by clients when required.
- 2.5 Ensure accurate client records and documentation are maintained including via the online FORT CRMS service.
- 2.6 Participate in team meetings, staff meetings and any other meetings with agencies as directed by the Service Manager/Line Manager e.g Child Protection Meetings and LAC reviews.
- 2.7 Establish and maintain constructive contacts with referral agencies and other services accessed by clients.
- 2.8 Provide written Court Reports, Child Protection Reports, etc when required.

EDUCATION AND TRAINING

- 3.1 Keep abreast of new developments and progress in the field of substance use and read any publications highlighted to you by the Service Manager/Line Manager when required.
- 3.2 Participate in all activities designed to improve personal and professional skills and knowledge including attendance at the monthly coaching sessions with staff from FIRST.

SUPERVISION

- 4.1 Attend and participate in managerial supervision as directed by the Service Manager.
- 4.2 Attend and participate in any Service Development Events organised for/by the Service.

PROMOTIONAL WORK

- 5.1 Promote the Service through presentations and awareness raising activities including visiting other services when required.
- 5.2 Contribute to reports such as the Annual Report, etc as directed by the Line Manager or Service Manager.

QUALIFICATIONS

The postholder should be qualified to Degree/Diploma level in Social Work, Community Learning and Development, Nursing or hold an SVQ4 Social Services and Healthcare at SCQF Level 9.

GENERAL

The Postholder may be required to perform duties other than those given in this job description. Duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations would not justify re-evaluation of the post.

Post Applied For: Temporary Rehabilitation Worker

| Personal Details | | |
|---|--|------------|
| Full Name: | | |
| Address: | City: | Post Code: |
| Contact Number: | | |
| Email Address: | Full Driving Licence (if required for post): Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If successful you will be asked to provide evidence of this. | | |
| Are you a member of the PVG scheme: | Are you a member of the SSSC/NMC: | |

| Your Current Employer | | | |
|--|------------------------|------------------|--|
| Employer Name: | Job Title: | | |
| Address: | Start Date: | End Date: | |
| | Salary: | Notice Required: | |
| Postcode: | Reason(s) for Leaving: | | |
| Summary of main duties, responsibilities and achievements: | | | |
| | | | |

| Employment History | | | |
|------------------------------|------------------------|-----------|--|
| Employer Name: | Job Title: | | |
| Address: | Start Date: | End Date: | |
| | Reason(s) for Leaving: | | |
| Brief Description of Duties: | | | |
| | | | |

| Employment History | | | |
|--------------------------------|------------------------|--|--|
| Employer Name: Address: | Job Title: | | |
| | Start Date: | | End Date: |
| | Reason(s) for Leaving: | | |
| Brief Description of Duties: | | | |
| | | | |
| Employment History | | | |
| Employer Name: Address: | Job Title: | | |
| | Start Date: | | End Date: |
| | Reason(s) for Leaving: | | |
| Brief Description of Duties: | | | |
| | | | |

| Relevant Education and Training; | | | |
|----------------------------------|---------------------------------|---------|--------------|
| Date Awarded | Qualification / Training Course | Subject | Grade/ Level |
| | | | |
| | | | |
| | | | |
| | | | |

| Membership of Professional Bodies or Organisations other than SSSC | | |
|--|--------------------|---------------------|
| Date From/ To | Body/ Organisation | Level of Membership |
| | | |
| | | |
| | | |

** If you require more space, please use the blank page at the end of the application.*

Statement in Support of your Application

Use this space to give us any additional information you would like us to consider in support of your application.

You may wish to state why you would like to work for FIRST and how you can use your skills and experience to carry out this role.

| References | | | |
|--|--|---|--|
| Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. We cannot accept references from family members or friends. | | | |
| Referee 1 | | Referee 2 | |
| Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Email Address: | | Email Address: | |
| Organisation & Address: | | Organisation & Address: | |
| Relationship to you: | | Relationship to you: | |

| Where did you see this position advertised? |
|---|
| website <input type="checkbox"/> Good Moves <input type="checkbox"/> Other: please detail |

| Other Information and Declaration |
|--|
| <p>If you consider yourself to have a disability under the Equality Act 2010 and wish to take advantage of the guaranteed interview scheme please tick this box. <input type="checkbox"/></p> <p>Any reasonable adjustments required to attend for interview will be discussed in your invite to interview.</p> <p>I authorize to obtain references to support this application. I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.</p> <p>_____</p> <p>Signed: _____ Dated: _____</p> |

Please return completed application:

by Post

April Adam, Service Manager, FIRST, 3 South Fergus Place, Kirkcaldy, Fife, KY1 1YA

by E-mail

jeanie.nowland@firstforfife.co.uk

DIVERSITY MONITORING FORM

FIRST wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010. Building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organization needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form in the envelope marked 'Strictly Confidential' to **Jeanie Nowland, Business Manager**.

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here: _____

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59

60-64 65+ Prefer not to say

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveler

Prefer not to say

Mixed/Multiple Ethnic Groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background. Please state: _____

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background. Please state: _____

Black/African/Caribbean/Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background. Please state: _____

Other ethnic group

Arab Prefer not to say

Any other ethnic group. Please state: _____

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable judgement', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you use your own term, please specify here: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say If other religion or belief, please write here _____

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share

Flexible shifts Compressed hours Homeworking Prefer not to say Other _____

Do you have any caring responsibilities?

None Primary carer of a child/children (under 18) Primary carer of disabled child/children

Primary carer of disabled adult (over 18) Primary carer of older person

Secondary carer (another person carries out the main caring role) Prefer not to say
