**Job Role Profile**

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|  | **Job Title:** | Project Worker |
|  | **Department:** | CFYP |
|  | **Direct Supervisor:** | Depute Manager, Team Leader or Project Manager |

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| **1** | **Job Purpose:**To provide comprehensive supports and/or care to CFYP whose referrals are accepted by the project. Elements could include assessment, training, counselling, advice, support and advocacy. |
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| **2** | **Dimensions: i.e. budget, no of staff, areas of work etc.*** **Financial:** will have responsibility for adhering to relevant organisational financial processes and procedures particularly in relation to petty cash.
* **Staff**: No direct line management responsibility
* **Other:** Will support service users either within a specific defined location or across a wider geographical area.
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| **3** | **Key Objectives and Accountabilities:** * To ensure individuals supported by the project receive the best possible service at all times
* To create a safe, nurturing and enabling environment
* To undertake keyworker responsibilities for specific named children, young people and/or families
* To develop a co-operative relationship with all relevant agencies and providers and to maximise the potential benefit to the individuals we support.
* To contribute to the formation of operational policy and to the development of practice within the project.
* To complete all necessary risk assessments to ensure risks are minimised and manageable.
* To participate actively in team meetings, supervision and all other forums aimed at developing policy and practice.
* To uphold the values, principles and policies of Quarriers and to operate within the specified guidelines.
* To record all work undertaken to a high level of accuracy and detail
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| **4** | **Key Performance Outcomes and Measures:**  |
| * Working within the relevant National Care Standards.
* Working within guidelines set out in Codes of Practice.
* Comply with relevant SSSC registration requirements
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| **5** | **Knowledge, Skills and Experience necessary for the role:**  |
| * A supportive and enabling, person-centred approach to CFYP.
* Knowledge and experience of working with vulnerable CFYP within a range of settings including residential or community settings
* Knowledge and experience of issues and support needs affecting service users within the relevant setting
* Knowledge of external agencies involved in the relevant sector.
* Desire to access relevant training and development opportunities (including gaining necessary qualifications for SSSC registration).
* Good recording and report writing skills.
* Good interpersonal skills applicable to fellow professionals as well as CFYP.
* High level of reliability, patience and commitment to the service and Quarriers.
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| **6** | **Key Relationships:** * **Directive/Matrix Reports**: N/A
* **Senior Internal Stakeholders**: Daily contact with line manager in relation to liaising with project manager as well as general guidance. Regular planned supervision as well as ad hoc advice and input.
* **External Contacts:** Organise reviews and interagency meetings with outside agencies. Liaise on a daily basis with other health and social care agencies in order to maintain good working relationships and the best possible service for individuals supported by Quarriers.
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