



## PROJECT WORKER – SOCIAL INCLUSION PROJECT

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Project Worker
<b>LOCATION</b>	Forth Valley Full Time – Clackmannanshire & Stirling Part Time (Job Share) - Falkirk
<b>NUMBER OF HOURS</b>	Full Time – 35 Hours a Week Part Time - 21 Hours a Week
<b>HOURS OF WORK</b>	Between 9:00am-4:30pm Monday to Friday
<b>CONTRACT TYPE</b>	Permanent
<b>SALARY</b>	Full Time – £24,282 - £27,977 Part Time – £14,569 - £16,786
<b>REPORTS TO</b>	Senior Project Worker

#### 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

Transform Forth Valley is offering this post in partnership with The Corra Foundation and Falkirk Health and Social Care Partnership.

The Social Inclusion Project (SIP) supports people who use alcohol and drugs and have backgrounds of offending or other particularly challenging behaviour, to access existing services, referred by partner organisations. The Social Inclusion Project (SIP) model complements the work of existing agencies/services by supporting people to interact with services when their complex needs (such as substance use, homelessness, mental health illness, learning disability, welfare benefits issues, social isolation and / or family dysfunction) present barriers for their access to care. The collaborative approach between the Social Inclusion Project (SIP) and existing services is proven to deliver an effective means by which people can access services which they might otherwise struggle to interact with.

The post holder will work directly with the service user to enable their access to an integrated pathway across universal services including the 'Third Sector' and wider Health & Social Care services.



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The post-holder will work in partnership with colleagues from local Councils, Social Work, Housing and Conflict Resolution Services, Police Scotland, Scottish Fire and Rescue Service, NHS Forth Valley and Substance Misuse Services.

The post-holder will be primarily required to work from their specified location and will work flexibly within an agreed number of hours to maintain the most appropriate level of provision.

#### MAIN RESPONSIBILITIES

##### WORKING WITH SERVICE USERS

- Ensure that holistic and person-centred support underpins all aspects of work.
- Be responsible for the assessment, planning, implementation, and evaluation of programmes of support.
- Receive referrals and pro-actively contact the service users in their own environment or in the most appropriate location for contact with them. (e.g., Outreach Vehicle, Hospital Ward, A&E, Police Custody, Home, Homeless Hostel).

##### PROFESSIONAL OBJECTIVES

- Carry a caseload and ensure continuity-of-care for service users through effective working and liaison with partnership agencies.
- Make referrals to relevant treatment services based on the needs of the service user and ensure the uptake of treatment by ensuring transitions of care i.e., arranging 3-way care meetings and assisting/supporting to appointments, as necessary.

##### PARTNERSHIP WORKING

- Liaise and maintain effective links and work in collaboration with a range of agencies/partners/organisations for the purpose of joint working with and effective outcomes for service users.
- Attend and participate in multi-disciplinary meetings, deliver presentations and training as required.
- Develop close links and working relationships with community services (across the Forth Valley area) to ensure communication, joint working and information sharing for the effective continuity of care for services users.

##### ADMINISTRATION

- Ensure that all assessments, care plans, notes, records, reviews, and discharge plans are accurate, kept up-to-date and stored securely in accordance with information governance tools and within the specified time requirements as determined by the service.
- Ensure confidentiality and data protection is maintained.



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#### GENERAL PRACTICE

- To maintain a knowledge and understanding of and comply with Transform Forth Valley Policies and Procedures.
- To maintain close contact with all Transform Forth Valley Services, Substance Misuse Services, Social Work Departments, Housing Services, and others as required for continuity of care and sharing good practice.
- Be able to travel throughout Forth Valley for the purposes of client care, service delivery, meetings, and training.
- To undertake any other duties as may reasonably be requested by Transform Forth Valley.

#### PERFORMANCE MANAGEMENT

- The Senior Project Worker, as your Line Manager, 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.
- To actively participate in supervision, training, and appraisals

#### COMMUNICATION

- As an employee of Transform Forth Valley, conducting all work in a professional manner.

#### **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**.

#### **PERSON SPECIFICATION**

*Applicants will be measured against the following person specification*

<b>QUALIFICATIONS AND TRAINING</b>	An SVQ3 and HNC is required, or as a minimum a HNC or equivalent, plus a willingness to work towards an SVQ3 in care	Essential
	Evidence of continuous professional development in relation to caring and support work	Essential
	A qualification in criminal justice, child protection or healthcare	Desirable
	Diploma/Certificate in Drug & Alcohol Studies where appropriate	Desirable

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<b>WORK EXPERIENCE</b>	Post-qualification experience of working within a relevant care field	Essential
	Experience of caseload management	Essential
	Experience of conducting holistic assessments and care planning of individuals	Essential
	Experience of partnership working	Essential
	Experience of working with families and Carers	Desirable
	Experience of child protection joint working	Desirable
	Experience and understanding of national and local policies and strategies in relation to substance misuse	Desirable
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	Knowledge of the current Health and Social Care sector and the associated legislation and national policy	Essential
	Knowledge and application of the key national strategies; in particular, the Scottish Government (2008) 'The Road to Recovery', the Scottish Government (2014) Quality of Alcohol Treatment Services policy and the Scottish Government (2018) 'Rights, Respect and Recovery'	Essential
	Knowledge and skills to support emotionally demanding clients who are resistant to change	Essential
	Proven ability to co-ordinate support across different organisations	Essential
	Organisational and self-management skills	Essential
	Excellent communication skills - verbal, numerical and written	Essential
	Experience of delivering effective presentations	Desirable
	Ability to produce reports and input data accurately	Desirable
	Carry out duties in a manner that encourages positive outcomes from a recovery focussed approach	Desirable
	Knowledge of the issues faced by children affected by parental substance misuse	Desirable
	Knowledge of Housing issues and providing tenancy support	Desirable
	Knowledge of working with individuals experiencing poverty or inequality	Desirable
<b>ATTITUDE, MANNER AND DISPOSITION</b>	Positive and engaging approach	Essential
	Open approach to partnership working	Essential
	Empathetic	Essential
	Ability to work on own initiative	Essential
	Positive 'can do' attitude	Essential
	Flexible	Essential
	Assertiveness	Essential
<b>OTHER</b>	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance	Essential