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**Glasgow Council on Alcohol** 14 North Claremont Street, Glasgow G3 7LE

**0141 353 1800**

**JOB DESCRIPTION**

**JOB TITLE:** Community Engagement Worker

**SALARY:** GCA Salary Grade 5 £22,850 - £24,951 (pro rata)

**Hours:** Part time (21 / 28 hours per week). Occasional evening and weekend working will be required.

**Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate.**

**GCA deliver services over 6 days per week** **and throughout Glasgow, East Dunbartonshire and East Renfrewshire**

**MAIN FUNCTION/RESPONSIBILITY**

The Community Engagement Worker will provide a community based Alcohol Brief Intervention service in the wider community and primary care settings in Greater Glasgow in partnership with other statutory, voluntary and community agencies in the area.

**Reporting Relationships**

The Community Engagement Worker reports to the Head of Prevention and Client Services.

**Key Result Areas**

1. Assist in development of Alcohol Brief Intervention service in the wider community and primary care settings within Greater Glasgow.
2. Prepare and deliver ABI’S in wider community and primary care settings in line with agreed targets.
3. Record and evaluate the effectiveness of the Alcohol Brief Intervention strategies.
4. Promote consistent practice and standards in relation to Alcohol Brief Intervention practice.
5. Co facilitate Alcohol Brief Intervention Training Sessions.

**Main DUTIES**

Develop and delivery of Alcohol Brief Intervention service in the wider community and primary care settings in Greater Glasgow and Clyde, in accordance with national and local strategies:

1. To deliver ABI’S in wider community and primary care settings.
2. To provide ongoing support to staff trained in direct ABI delivery.
3. To develop appropriate support networks for ABI practitioners in Greater Glasgow.
4. To assist with ABI training.
5. To contribute to quarterly newsletters for all project stakeholders.
6. To ensure the service is achieving outcomes and relevant ABI targets.
7. To participate fully as a member of the GCA Team and to contribute to its development.
8. Encourage participation of primary care staff, wider settings staff, community groups, voluntary and statutory agencies in the development of Alcohol Brief Intervention strategies, working to principles of good practice in relation to equality and diversity.
9. Record and maintain project statistics/data using the systems in place.
10. Liaise closely with other statutory, voluntary and community organisations as appropriate in the carrying out of these duties.

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#### PERSON SPECIFICATION

#### Community Engagement Worker

#### E = Essential D = Desirable

**QUALIFICATIONS**

* + Community Education Certificate or equivalent D
  + Clean current UK driving license (and access to own car) E

#### SKILLS

* + Good written and verbal communication skills E
  + Good interpersonal skills E
  + Planning and co-ordination skills E
  + Ability to engage with groups of people across age ranges E
  + Presentation skills E
  + Ability to deliver Alcohol Brief Interventions D
  + Ability to produce and deliver health & wellbeing topics D
  + Team working skills E
  + Networking E

#### EXPERIENCE OF

* + Working in a community setting E
  + Working in the addictions field D
  + Health promotion or community development work E
  + Inter-agency and partnership working E
  + Enabling community participation E
  + ABI delivery in wider setting D
  + ABI data collection D

#### KNOWLEDGE OF

* + Alcohol and drug prevention issues D
  + Social model of health D

#### PERSONAL ATTRIBUTES

* + Proactive E
  + Self-directed E
  + Self-motivating E
  + Ability to engage with the public E