



PROJECT WORKER – ADULT SERVICES

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Project Worker (SHBBV Outreach)
LOCATION	Forth Valley (Falkirk, Clacks and Stirling)
NUMBER OF HOURS	1 x Full Time (35hrs per week)
CONTRACT TYPE	Fixed Term - 1 Year
SALARY	£29,374 - £32,433 per year
REPORTS TO	Team Leader

ORGANISATION OVERVIEW

Transform Forth Valley is a charity providing a wide range of services to support individuals and families who are impacted by substance use and/or societal, financial or health inequalities. Transform Forth Valley responds to identified need in 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.

ROLE PROFILE

This post is a fixed-term, one-year role within the SHBBV Outreach Service. The purpose of the role is to support people leaving custody across Falkirk, Clackmannanshire and Stirling who are at increased risk of poor sexual health and blood-borne virus (BBV) outcomes.

The Project Worker will deliver trauma-informed, person-centred outreach support, meeting individuals where they are and removing barriers to engagement with health and wider support services.

Key Responsibilities

The postholder will:

- Deliver assertive outreach in both custody and community settings, including meeting individuals at prison gate release and continuing support in their own environments
- Travel to individuals for all interactions, with no expectation that they attend office-based appointments
- Build trusting relationships to ensure individuals feel listened to, respected, and valued within their local community
- Provide basic harm-reduction information, including sexual health advice and BBV education
- Support BBV testing and engagement with treatment and care



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- Increase access to naloxone provision, training, and education
- Support individuals to access mainstream services following liberation from custody, including drug and alcohol services
- Make referrals to, and liaise with, other statutory and third-sector services on behalf of individuals
- Provide practical support with wider issues such as benefits, housing, and access to primary care

Target Group

The primary focus of the role is people leaving custody across the Forth Valley area who experience significant health inequalities. This includes individuals who:

- Test positive for a blood-borne virus in custody and require intensive support on liberation
- Experience substance use, mental ill-health, homelessness or housing instability, poverty, trauma, and digital exclusion
- Face barriers to accessing services due to stigma, anxiety, communication needs, or rigid appointment-based systems
- Are from marginalised groups, including people with learning disabilities, neurodivergence, complex family circumstances, or a history of offending

Outcomes

The role will contribute to the following outcomes:

- Increased engagement with BBV and sexual health services following release from custody
- Improved access to drug and alcohol services post-liberation
- Increased naloxone distribution, training, and awareness
- Increased BBV testing and continuity of care
- Improved access to benefits, housing support, and wider health and social care services

Values and Approach

The role operates within a trauma-informed, person-centred framework that prioritises dignity, inclusion, and harm reduction. By removing barriers such as travel requirements, inflexible



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systems, and stigma, the Project Worker will support individuals to remain connected to BBV care and wider support services.

MAIN RESPONSIBILITIES

Values

The postholder will be expected to demonstrate Transform Forth Valley's core values of:

- Compassion (A strong feeling of sympathy and sadness for the suffering or bad luck of others and a wish to help them).
- Inclusion (That everyone should be able to use the same facilities, take part in the same activities, and enjoy the same experiences, including people who have a disability or other disadvantage)
- Respect (Recognising others as dignified human beings and recognising their standing and personal worth).
- Partnership (That collaborating with others, including the sharing of resources and expertise, achieves a more effective outcome than working independently).

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.
- To identify barriers to change and to provide support including practical help to remove these barriers.
- To undertake Lone Working.
- Transport service users in your own vehicle.
- Drive the organisations Outreach Vehicle (Renault Master Van).
- Undertake Blood Borne Virus (BBV) testing.
- Train on, carry and administer naloxone.
- Always dispense and carry Injecting Equipment Provision (IEP) on your person.

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

- Work in collaboration with a range of agencies/partners/organisations for the purpose of joint working with and effective outcomes for service users.



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- 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.

Communication

- Conduct all work in a professional manner.

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.

General Practice

- Maintain a knowledge and understanding of, and comply with, Transform Forth Valley Policies and Procedures.
- Maintain close contact with all Transform Forth Valley Services, Substance Use Services, Social Work Departments, Housing Services, Hepatology Services, HMP Establishments, 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 Team Leader, 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.
- There is a 6-month probationary period.

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



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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

QUALIFICATIONS AND TRAINING	An SVQ3 or HNC is required in Social Services and Healthcare or any care related qualification at the same grade or above and listed by SSSC as appropriate for a Practitioner in a Housing Support Service: Practitioners in a housing support service - Scottish Social Services Council .	Essential
	Evidence of continuous professional development in relation to caring and support work.	Essential
	A qualification in substance use, hoarding, housing, mental health or healthcare.	Desirable
VALUES	Compassion (Listen to and understand an individual's needs and circumstances).	Essential
	Inclusion (Show kindness and concern for others).	Essential
	Respect (Treat others the way they wish to be treated).	Essential
	Partnership (Work together with other people/services).	Essential
WORK EXPERIENCE	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
	Ability to adapt to new environments.	Essential
	Experience of working with families and carers.	Desirable
	Experience and understanding of national and local policies and strategies in relation to substance use.	Desirable
KNOWLEDGE, SKILLS, AND ABILITIES	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, Quality of Alcohol Treatment Services policy and the Scottish Government (2018) 'Rights, Respect and Recovery', Medication Assisted Treatment (MAT) standards: access, choice, support - Medication Assisted Treatment (MAT) standards: access, choice, support - gov.scot .	Essential
	Excellent communication skills - verbal, numerical and written.	Essential
	Knowledge and skills to support emotionally demanding clients who are resistant to change.	Essential



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	Proven ability to co-ordinate support across different organisations.	Essential
	Organisational and self-management skills.	Essential
	Carry out duties in a manner that encourages positive outcomes from a recovery focused approach.	Essential
	Effective communication skills including excellent written, oral and IT skills with the ability to take the lead in conversations.	Essential
	Ability to produce case notes and input data accurately.	Desirable
	Knowledge of working with individuals experiencing poverty or inequality.	Desirable
	Knowledge of housing issues and providing tenancy support.	Desirable
	Knowledge and understanding of local community initiatives and projects.	Desirable
ATTITUDE, MANNER, AND DISPOSITION	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 & Solution focussed.	Essential
OTHER	Full UK Driving Licence Holder	Essential
	Access to a Roadworthy Vehicle with Business Car Insurance that can be used daily to travel between venues as required	Essential