PROJECT WORKER – ADULT SERVICES
JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Project Worker
LOCATION	Forth Valley – (Clacks and Stirling)
NUMBER OF HOURS	1 x Full Time (35hrs per week)
HOURS OF WORK	Between 9:00am-4:30pm Monday to Friday
CONTRACT TYPE	Permanent
SALARY	£28,518 - £31,489
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

Transform Forth Valley is offering this post in partnership with the Robertson Trust and the Corra Foundation.

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 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 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.
This 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. The service aims to tackle the issues associated with social exclusion by supporting the people affected to enable their engagement with community-based supports.

The post holder will report to the Team Leader. They will work in partnership with colleagues from Clackmannanshire and Stirling Council's Housing and Social Work, Police Scotland, Scottish Fire and Rescue Service, NHS Forth Valley and Substance Use Services. In partnership we aim to provide services that are specifically designed to identify, engage, and support individuals. This includes issues of substance use with mental health, physical health, exclusion, learning disabilities, offending behaviour, self-neglect & hoarding, anti-social behaviour, housing, and social problems.

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The post holder as an employee of Transform Forth Valley will have a corporate responsibility to contribute to the overall performance of the organisation to ensure that contractual outputs and targets are achieved. There is a responsibility for the post-holder to demonstrate a commitment to continuous improvements in service delivery for the benefit of the service user, the service, and the partners.

The post-holder will be required to work from several operational sites across the local authority areas and work flexibly within an agreed number of hours to maintain the most appropriate level of provision.

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.
- 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.
- 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, 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.

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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*		
QUALIFICATIONS AND TRAINING	An SVQ3 and/ 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 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	Essential

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KNOWLEDGE, SKILLS, AND ABILITIES	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
	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 focussed 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