

face2face
Job Description

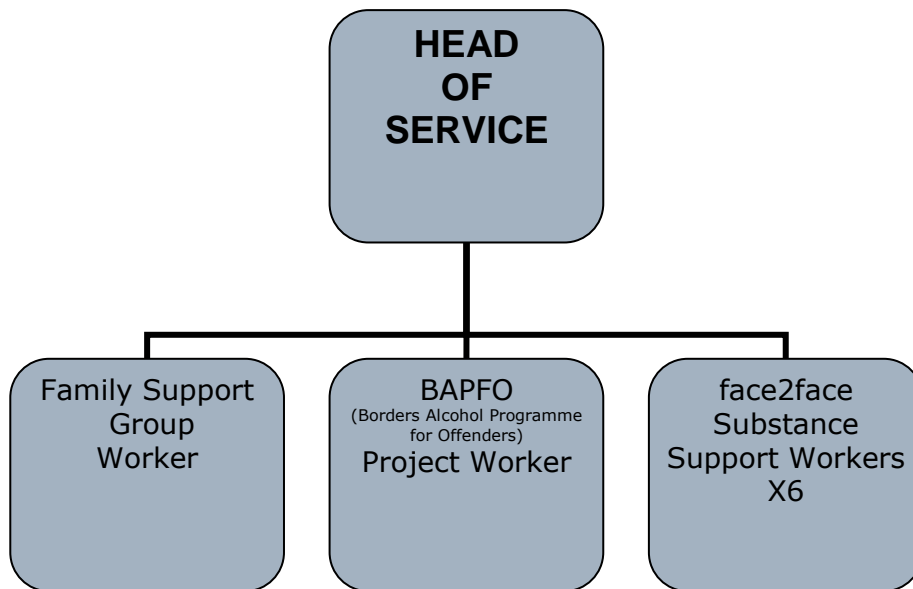
1. JOB DETAILS

Job Title: Substance Support Worker – face2face
Location: All posts will be based at the project offices in Galashiels although delivery of the service takes place within the locality that the post serves.
Duration: All contracts are for an initial term of one year and are renewed subject to performance.
Terms and Conditions: Salary £21,600 per annum pro rata
Holidays – 25 days + 6 bank holidays pro-rata, This posts attracts an essential car user

2. JOB PURPOSE

To reduce harm to young people experiencing problems through drug, alcohol or solvent use/misuse by providing information and support in a non-judgemental approach that promotes engagement with the worker and facilitates a change in behaviour.

3. ORGANISATIONAL CHART (Operational)



4. ROLE OF PROJECT WORKER

Key areas of responsibility:

- Manage a case load providing 1:1 support and education to young people referred to the project with substance use/misuse issues.
- To keep accurate relevant care plans, notes and reporting to ensure thorough case review and adequate audit trails both internally and as part of the Scottish Borders Integrated Assessment Framework for Children’s Services.
- Effective communication to ensure diaries are co-ordinated and all relevant information is shared.
- Providing reports and data feedback to the Head of Service as required.
- Attending monthly personal supervision with the Head of Service and six monthly group clinical supervision with Dr Leaver.
- To build good working relationships with Guidance Teachers, GP’s, Social workers, Police, Youth Justice and other youth projects.
- Delivery of project presentations to year groups in schools as required.
- Taking part in Police operations as required.
- Delivering Drop-ins as appropriate.
- Attend Team Meetings.

<ul style="list-style-type: none"> • Contribute to the development of the project.. • Comply with all legal aspects of the service such as Child Protection and Data Protection.
<p>5. SKILLS REQUIRED</p> <p>ESSENTIAL</p> <ul style="list-style-type: none"> • Ability to build effective relationships with young people. • Understanding of issues affecting young people. • Ability to challenge behaviour/attitudes constructively. • Ability to assess need and provide a focussed solution. • Ability to work both as an individual and as a team member. • Ability to act as an advocate for clients at multi-agency case reviews. • Excellent inter-personal skills • Car driver with car • Self-starter able to work on own initiative • Sense of humour • Commitment to making change, dynamic and enthusiastic. • Good time management and organisational skills. • Ability to use a laptop and mobile communication system (Training on company system will be given). <p>DESIRABLE</p> <ul style="list-style-type: none"> • In depth knowledge of Alcohol and Drugs and their effect on young people. • Sound understanding of, and practical ability in using motivational interviewing skills. • Experience of care planning and assessment. • Understanding of Child Protection Issues
<p>6. KEY RESULT AREAS</p> <p>SERVICE DELIVERY Work effectively with young people to enable them to make and sustain positive changes in their lives.</p> <p>RELATIONSHIPS Ensure that both internal and external networks are created and maintained.</p>
<p>7. ASSIGNMENT AND REVIEW OF WORK</p> <p>The post-holder is essentially self-directing within guidelines. The post-holder will meet regularly with Head of Service to review performance against agreed targets. Any deviation from this job description will be by mutual agreement of the post-holder and the Head of Service.</p>
<p>8. COMMUNICATIONS AND WORKING RELATIONSHIPS</p> <p>The post-holder will work directly to the Head of Service.</p> <p><i>Regular and frequent contact with;</i> Head of Service Colleagues Clients Parents External Agencies</p>
<p>9. MOST CHALLENGING PART OF THE ROLE</p> <p>Involvement in delivering a specialist service with a focussed approach. Personal effectiveness across a small team.</p>
<p>THIS POST IS SUBJECT TO ENHANCED DISCLOSURE</p>