

INCLUEM JOB DESCRIPTION (under review)

Role: Project Worker
Reporting to: Team Manager
Salary: Includem Points 1 to 3
Employment Status: 37

ROLE DESCRIPTION

The role of the Project Worker is to provide intensive support and supervision to young people by effectively engaging with them through the development of safe, committed and respectful relationships. The post holder will manage their own case load ensuring proper deployment of all resources to support the young person and coordinate all communication to all key stakeholders.

PURPOSE & CONTEXT

To reduce offending behaviour and increase social inclusion. Project Workers will work with others in providing the 'scaffolding' of support required by young people. Project Workers will also work closely with parents, families and other professional staff building effective and professional working relationships.

PRIORITIES AND OBJECTIVES

The key priorities and objectives of the post relate directly to the achievement of Includem's key aims. Objectives should be agreed in conjunction with the Team Manager.

SKILLS/ KNOWLEDGE & EXPERIENCE

- Experience of working with young offenders/young people in chaos who present as intractable, problematic and challenging
- Well evidenced communication skills, both oral and written. Able to use correct English grammar and to organise and communicate court reports etc
- Experience of working within a statutory framework and able to evidence a good understanding and working knowledge of the Children's Hearing System and Court Systems
- A good understanding of the values which underpin a social care organisation and evidence that these values are integrated into their practice.
- Evidences the ability to adopt a 'can do' approach to work and can readily readjust priorities to respond to pressing and changing young person demands
- Able to articulate 'best practice' principles
- Understands the principle of collaboration and evidences the ability to work cooperatively with colleagues
- Flexibility in working practices and arrangements, willingness to respond flexibly to young peoples' situation and to participate in out of hours working –planned and unplanned
- A professional qualification in Social Work, Social Care, Youth and Community Work, Teaching, Psychology, Nursing, Custodial Care or a related profession of at least SVQ 3 level and HNC.
- Ability to drive and have access to your own car.

KEY RELATIONSHIPS

Allocated Young Person(s) and their family

Mentor

Assistant Project Worker

Team Manager

Services Manager

KEY PRIORITIES AND OBJECTIVES

Leadership and Teamwork

- Set clear, reasonable expectations for young people and ensure consistency
- Generate enthusiasm and commitment in young people to the aims and objectives of Includem
- Promote a cooperative work environment and foster a team environment

Networking and Influencing

- To identify and target efforts to influence young people and decision makers at an appropriate level and those who can influence them
- To persuade young people to progress objectives/ support plan using well reasoned argument to convince
- To use knowledge and understanding of the concerns and requirements of others to structure own approach and highlight the benefits to others in order to gain commitment

Continuous Improvement

- To generate creative new solutions and approaches to young person issues
- To take responsibility for ensuring support plans are delivered effectively
- To challenge the status quo and to consider better, faster and less costly ways of doing things

Interpersonal Skills

- To evidence courtesy, tact, empathy, concern and politeness towards young people and others
- To establish a mutually trusting, open and non-judgemental relationship with young people and their families/carers
- To be sensitive to local authority/general public concerns as well as people who are angry

Communication and Information

- To adapt communication to diverse audiences e.g. colleagues, young people, courts and social work departments and to be open honest and direct
- To use correct English grammar, punctuation and spelling to communicate thoughts, information and messages in writing
- To maintain clear and accurate records of work with young people
- To promote and reinforce Includem's key elements consistently and positively

Professional Boundaries

- To use sound ethical practices in carrying out the operational duties of a Project Worker
- To be objective, fair and impartial in all dealings with young people
- To adhere to Includem's values and beliefs and act in accordance with them at all times

Managing Resources

- To consistently adhere to all internal control procedures
- To monitor own expenditure to ensure spending is within agreed limits
- To be innovative and creative in the use of Includem resources

Managing Self

- To demonstrate the personal maturity and resilience required to cope with, and respond appropriately to, the expression of a range of emotions and behaviours
- To make good use of time and resources
- To focus on the situation, issue or behaviour rather than the person
- To focus on finding solutions, even in the face of adversity/difficulty

Performance Management

- To accomplish key tasks with measurable results
- To be proactive when participating in performance reviews
- To actively seek opportunities to learn and improve own knowledge and skills
- To act in line with specific direction

Service Delivery

- To be available for young people at critical times
- To focus on the needs of young people and illustrate effort to meet the identified needs
- To challenge young people's values and attitudes in a supportive manner, affirm and validate young persons feelings and ideas, and nurture and confirm learning in young people
- To consistently maintain focus on young persons support plans over long periods of time

Objectives (Examples)

- Individual young people assessments to be completed within 48 hours of young person coming on programme
- Project Workers will ensure young persons files are available and ready for audit on the first day of every month
- Project Workers will ensure that weekly hours timesheets are completed and passed to individual line managers by the end of each working week

Project Worker - Person Specification

Essential Criteria	Method of Assessment		
	Application	Group Stage Interview	Individual Interview
<p>Skills & Experience</p> <ul style="list-style-type: none"> • Experience of effectively engaging vulnerable young people and families who are likely to have faced challenging life circumstances, and supporting them to achieve positive change • Experience of managing caseloads & influencing decision making for young people and families • Direct experience of responding to difficult circumstances where people may be in crisis or engaged in risk taking behaviour, using appropriate interventions • Ability to respond flexibly to changing situations led by the needs of young people and families • Excellent organisational and planning skills • Effective team player who is also confident working independently • Self-motivated and flexible • Ability to provide emotional, practical and social support to young people and families • Excellent communication skills, both written and verbal • Ability to routinely evidence practice, including completion of formal reports • Reliability and commitment to deliver the relationship-based model of intervention. • Ability to drive and have access to your own car for work purposes 	<p>√</p> <p>√</p> <p></p> <p></p> <p></p> <p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p></p> <p></p> <p>√</p> <p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p></p> <p>√</p> <p></p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p></p> <p>√</p> <p></p> <p>√</p>
<p>Education/Qualifications</p> <ul style="list-style-type: none"> • Willing to work towards SVQ Level 3/appropriate professional qualifications for SSSC registration. 	<p>√</p>		

<p>Values & Behaviours</p> <p>Ability to demonstrate, understand and apply our workplace values which are clearly aligned to the SSSC Codes of Practice. These are embedded in all roles and applicants must evidence their attitudes/behaviours as part of the application process:</p> <p>-</p> <ul style="list-style-type: none"> • Respect • Collaboration • Participation and Dignity • Empowerment • 	√	√	√
<p>Desirable Criteria</p>			
<p>SVQ Level 3 within a relevant discipline (recognised by SSSC)</p>	√		