



Human Resources
ASCERT
23 Bridge Street
Lisburn
BT28 1XZ
Telephone 028 9260 4422
Fax 028 9260 3874

JOB DESCRIPTION – TSW04

JOB TITLE:	Tier 2/3 Treatment & Support Service – Key Worker
RESPONSIBLE TO:	Assistant Director
LOCATION:	Working across the WDACT area
LENGTH OF POST:	This post is funded for 2 years
Hours	35
SALARY:	NJC Pts 18- 21 £17,161 – £19,126 (under review) Plus pension

OVERALL PURPOSE:

The Key Worker will work directly with young people aged under 25 years and their families in a way which will enhance and maintain behavioural and emotional changes which can be achieved by the young persons participation in the services provided within the Tier 2/3 Treatment, Counselling and Support Service. They will also be responsible to promote, strengthen and develop the potential of parents/carers and young people to work together to prevent the young person from being at risk from the misuse of substances. The support provided will be within the context of an Intervention Pathway which will be designed for each young person participating in the Service.

A range of training and development are encompassed within the Service. The Service will be delivered across the WDACT area.

Key responsibilities

- 1 To develop new and innovative methods of working with young people which are sensitive to their needs.
2. To develop processes through which young people can inform and shape the development of the Tier 2/3 Treatment, Counselling and Support Service
3. To carry out detailed assessments of clients needs and triage the referral of young people and families with to Tier 2/3 Treatment, Counselling and Support Service that best meets their need.
- 4 To develop care plans in agreement with each client based on identified need

- 5 To work on a rota which meets the needs of the service and to participate in all activities as and when required to do so.
- 6 To ensure the health, safety and welfare of all clients is paramount at all times.
- 7 To participate in recorded staff, team and project meetings on a regular basis.
- 8 Provide regular progress reports.
- 9 To assist in identifying training needs of all staff and to help organise In-house training.
- 10 To participate in conferences, courses and meetings organised/arranged by the service when required to do so.
- 11 To help the creation of a relaxed and friendly atmosphere which will maintain and enhance the quality of care to each client and maximise their opportunities for choice.
- 12 To assist in the organising of group and individual activities and to meet the identified needs of the client.
- 13 To help develop and maintain effective communication links with statutory, community and voluntary organisations.
- 14 To work alongside management implementing an individual and group programme of care involving the clients social, emotional and physical welfare.
- 15 To participate in monitoring and reviewing individual and group programmes of learning and maintain records as required by the service.
- 16 To liaise with all other appropriate persons involved in the programme offered to clients.
- 17 To monitor clients progress and provide written reports if required.
- 18 Assisting in the assessment of clients abilities and needs and providing an individual programme to suit.
- 19 Liaising with the organisations that refer into the service .
- 20 Supervision of young people e.g. Residentials, Field-trips etc.
- 21 To offer support and advice to those responsible for young peoples welfare.
- 22 To provide support to young people in 'at risk' or conflict situations.
- 23 To provide individual support to all young people in your care.
- 24 Evaluate the impact of your own work.
- 25 Contribute to the overall evaluation of the project.
- 26 To carry out other responsibilities that may be required, as commensurate with the post.

PERSON SPECIFICATION**PERSON SPECIFICATION**

<p><u>The following ESSENTIAL criteria will be assessed at the application stage</u></p>	<p>Indicates those criteria which will <u>also be assessed on the selection day</u> and where they will be evidenced:</p>
<p>A. Professional training:</p> <p>Recognised qualification in a related field (e.g. youth work, psychology, or a health related discipline)</p>	<p>Interview/presentation</p>
<p>B. Experience:</p> <p>A minimum of 2 years experience of working with young people with substance misuse issues and their families</p> <p>AND</p> <p>Experience of needs assessment, and design and delivery of person centered interventions.</p> <p>AND</p> <p>Experience of one to one working particularly mentoring</p>	<p>Interview/presentation</p>
<p>C: Excellent oral and written communication skills for the management of caseload information, the production of management reports, and presentations when required.</p>	<p>Interview/presentation</p>
<p>D: <u>Sound planning and organisational skills</u> to manage a demanding workload including scheduling and delivery of several commitments in parallel and the management of data.</p>	<p>Interview</p>
<p>E: <u>Excellent IT skills across a number of different applications</u> including word, PowerPoint, outlook, and use of digital projectors, in relation to delivering presentations on the work of Tier 2/3 Youth Service, and the management of caseload administration.</p>	<p>Interview/Presentation</p>
<p>F: <u>Ability to travel to deliver the programme</u> access to a car and a full UK driving license or guaranteed access to other appropriate form of private transport.</p>	<p>Interview</p>

Criteria assessed on the selection day	To be evidenced in selection day only
<u>G: Effective team player both as a member of ASCERT's delivery team and more widely as a team member within the organisation and it's related partners</u>	Interview
<u>H: Empathy with ASCERT's purpose and values including an interest and sensitivity to other cultures and a strong commitment to equal opportunities and diversity.</u>	Interview
<u>I: Willing and able to work unsocial hours including evenings and weekends (with notice) and travel within ASCERT's area of operations</u>	Interview

DESIRABLE CRITERIA

Criteria assessed on the selection day	To be evidenced in selection day only
J: At least 2 years experience of mentoring young people	Interview
K:A professional qualification/degree in a relevant discipline	

The selection criteria may be enhanced at the shortlisting stage if a high volume of candidates meet the current essential criteria