

### **Dundee Young Peoples' Drug and Alcohol Service**

Hillcrest Futures Young Peoples' Service offers one-to-one support for individuals twelve to eight year olds who are using substances across Dundee. We provide both one to one and group interventions designed to educate and inform young people's decisions around substance use. In addition we provide support to young people where their mental health has been impacted by their substance use is impacting negatively on themselves and others.

We work in partnership with local authority to ensure the best support is given to young people at the right time.

We aim to provide a positive therapeutic relationship with the young people we work with, this is achieved through the following;

- Six to eight weeks of one to one intervention continually reviewed with young person and referrer
- Hour long sessions, once a week minimum within or without of school time that offers a time to reflect as a well as an opportunity to build young people's resilience and coping skills to help inform
- Use of Outcome Star to evaluate young person's progress and to underpin our work with young people, providing a holistic and reflective approach.

The service offers one to one support and education to young people within (but not limited to) Schools, Support for Learning departments, off-site provisions, residential and secure care facilities, community led projects and those not in education, by way of the following:

- Education sessions
- Group work programmes
- Peer Education programmes
- Social Media engagement and online support
- One to one support
- Health and Well-being drop-ins
- Sexual Health Information and Condom distribution
- Referral to other services for support and information

### **Specific Duties of Project Worker**

- Work effectively as part of a small team to develop and deliver resources and tools to support young people's engagement and peer involvement in their own learning and development.
- In addition contribute to developing a greater social media presence and encourage more young people to access services virtually to ensure hard to reach populations needs are being met.

## (Support Staff)

### CONDITIONS OF SERVICE

<b>Hours:</b>	<b>37 hours</b> are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.
<b>Contract:</b>	This is a <b>Fixed Term</b> post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.
<b>Salary:</b>	Salaries are paid monthly, directly into a bank account of your choice. The salary for the Support Worker post for <b>37 hours</b> per week is <b>£20,673 - £21,256 per annum</b>
<b>On Call:</b>	The post holder may be required to carry out On Call duties from home. A payment of £16 per shift will be paid for this.
<b>Overtime:</b>	Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.
<b>Pension:</b>	Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1 <sup>st</sup> April 2019. Further details of the scheme are available from the payroll team.
<b>Health Plan:</b>	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
<b>Annual Leave:</b>	<b>The holiday year runs from 1<sup>st</sup> January - 31<sup>st</sup> December.</b> The full holiday entitlement is 236.8 hours per annum rising to 273.8 hours. 5 days Public holidays have been included in this annual leave entitlement. <b>Annual leave is calculated on a pro rata basis for part time staff.</b>
<b>Qualifications:</b>	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.
<b>Rehabilitation of Offenders Act 1974:</b>	If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which

must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST FUTURES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**SSSC Registration** Staff are required to register with the SSSC in the appropriate worker category within Care at Home and Housing Support Services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period, may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Futures.

**Trades Union:** Employee's have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

**No Smoking Policy:** Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of service users. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the organisation are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Equal Opportunities:** Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date

**C.V.'s will not be considered.**

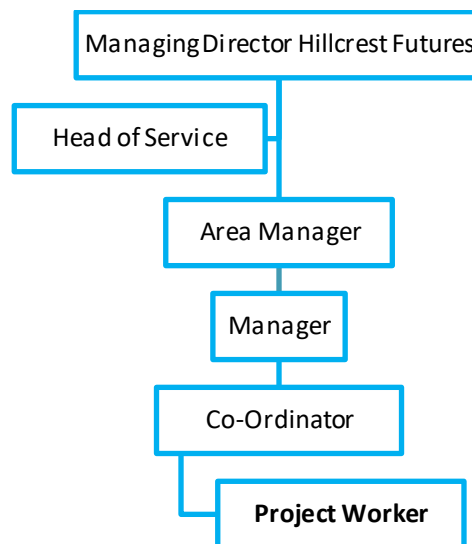


## Job Description

**Job Title:** Project Worker  
**Department:** Hillcrest Futures  
**Salary:** £20,673 - £21,256 per annum (Based on Full Time – 37 hours per week)  
**Responsible to:** Manager and Co-ordinator

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## Organisational Structure



## Main purpose of post:

Project workers will provide direct support and interventions to help minimise risks and promote positive lifestyles for individuals supported by the service.

**Main Duties:**

1. To develop and facilitate group and one-to-one activities in line with service requirements for specific user groups and to provide education and awareness sessions to targeted groups and tailor information to the needs of each group;
2. To promote and market the service to generate appropriate referrals;
3. To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager;
4. To contribute to service improvements;
5. To develop knowledge base in specialism and keep up-to-date with best practice and contribute to the local and national discourse in the field;
6. Effective communication;
7. To mentor and support the induction of new staff;
8. Contribute to team learning and development;
9. To provide comprehensive, strength-based assessment of personal and social needs and support people to achieve their goals as defined in their Personal Outcome Plan;
10. To provide a range of one-to-one and group interventions to promote change, including crisis support, counselling support, information and advice, awareness-raising, brief interventions, peer support groups, mutual aid, relapse prevention, employability and diversionary activities;
11. To raise awareness in the community supporting family members, friends and concerned others, community members and other professionals on risk behaviours and promote equality and reduction of stigma;
12. Out-of-hours and weekend work may be required as prescribed by the needs of the service.

**Service Specific Duties:**

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

**Any Other Duties:**

The post holder may be required to perform duties other than those given in the job description for the post.

**PERSON SPECIFICATION – Project Worker**

Attribute	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adults and young people from the service user group</li> <li>• Experience of developing and facilitating groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of one-to-one work</li> <li>• Experience of community-based work</li> </ul>
<b>Proven Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to initiate and facilitate appropriate support mechanisms and a range of interventions including structured one-to-one and groups</li> <li>• Ability to work in partnership and develop initiatives with other professionals, agencies and community groups</li> <li>• Good communication skills, both verbal and written</li> <li>• IT skills</li> <li>• Ability to work within a team environment</li> <li>• Ability to use own initiative</li> <li>• Good timekeeping and time-management and, or organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to facilitate peer support groups and develop peer-led initiatives</li> <li>• Ability to develop information materials on a range of specialist topics to inform service users, public and other professionals</li> <li>• Is adaptable and open to change and open to continuous learning and development</li> </ul>
<b>Education and Qualification</b>	<ul style="list-style-type: none"> <li>• Educated to SVQ 3 or Level 7 of the Scottish Credit Qualification Framework in Health and Social Care or equivalent</li> <li>• Willing to undertake training as required</li> </ul>	
<b>Service Specific</b>	<ul style="list-style-type: none"> <li>• As per service descriptor</li> <li>• Ability to deliver awareness-raising and educational sessions to a range of stakeholders, (project specific)</li> </ul>	<ul style="list-style-type: none"> <li>• Hold counselling skills qualification</li> <li>• Specialist creative arts training</li> </ul>