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**Harm Reduction Service Descriptor**

The Harm Reduction Service is Hillcrest Futures’ Injecting Equipment Provision (IEP) service for adults who use substances across Tayside. This service operates in partnership with NHS and other key stakeholders offering access to specialist Harm Reduction interventions.

The Harm Reduction Service is an open access, confidential service that provides support to individuals with problematic substance use, particularly those not in contact with other services.

* Needle Exchange Harm Reduction and support
* Overdose Information and Naloxone provision
* Safer Injecting Practices
* Issue of clean injecting equipment
* Support Delivery of Assertive Outreach
* Disposal of returned used works
* Referral to other services for substance use assessment and treatment
* Pregnancy testing
* Sexual health information and advice
* Condom provision
* Information on Hep B immunisation
* Hep B, C and HIV antibody testing
* Image and Performance Enhancing (IPED) services – blood tests, liver scans and advice on safe use

**Specific Duties of Project Worker**

Provide a friendly, welcoming service to individuals accessing the IEP for clean injecting equipment and associated paraphernalia.

Provide harm reduction advice and information, including safer injecting and alternatives to injecting, overdose awareness, Take-Home Naloxone, Blood-Borne Viruses and sexual health.

Encourage responsible and safe disposal of sharps and paraphernalia.

Carry out Dry Blood Spot Testing for Hepatitis C, Hepatitis B and HIV and provide onward referral for appropriate treatment.

Contribute to the distribution of condoms and advice and information on safer sex

Provide referral to treatment services in relation to HCV, Opiate replacement therapies, wound care and sexual health.

Contribute to the monitoring of Health & Safety procedures in the building, including infection control

Contribute to the confidential recording of client information.

Contribute to the monitoring and ordering of all IEP stock and resources

Contribute to ongoing research within the IEP service

Work within a multi-agency team with colleagues from NHS.

Provide overdose awareness training to individuals, communities and agencies to support the supply of Take-Home Naloxone.

Supporting PWUDs to increase personal, social and community recovery capital through a range of one-to-one and group interventions

Contribute to Harm Reduction social media page and monitor and respond accordingly.

Developing partnerships with referral agencies and other community organisations that can empower individuals in their recovery journeys

Uphold all Hillcrest Futures Policies and Procedures and practices and contribute to their continuous improvement.

Be familiar with all current legislation, operating procedures and guidance affecting PWUDs and service development.

Keep clear and comprehensive records of personal action plans and to monitor and evaluate all action undertaken.

Participate in a continuing professional development plan, including regular support and supervision meetings, training activities and bi/annual appraisals.

Participate, as a team member, in policy developments and reviews, in-service training, information exchanges and case review meetings.

Participate in the day-to-day delivery of services in and from the local base, and other locations as required.

Complying with all required administrative tasks

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**ROLE PROFILE**

**Job Title:** Project Worker

**Department:** Hillcrest Futures

**Grade:**  E

**Responsible to:** Operations Manager and Service Manager

**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:**

* 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.
* To promote and market the service to generate appropriate referrals
* To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager.
* To contribute to service improvements.
* 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.
* Effective communication.
* To mentor and support the induction of new staff.
* Contribute to team learning and development.
* 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.
* 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.
* 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.
* 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 with 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 (HARM REDUCTION)**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| **Experience** | * Experience of working with complex groups for e.g. substance use, mental health, homelessness * Experience of one-to-one work | * Experience of community-based work * Experience of developing and facilitating groups, |
| **Proven Competencies** | * Is adaptable and open to change and open to continuous learning and development * Ability to demonstrate a commitment to continuous improvement, both internally and externally * Ability to evidence positive engagement with people with drug/alcohol problems, homelessness, mental health, offending or youth work * Experience of working in partnership with complex groups, community groups and/or voluntary and statutory agencies * Excellent verbal and written communication * IT skills * Ability to develop information materials and reports on a range of specialist topics to inform people who use drugs, public and other professionals * Ability to work within a team environment * Ability to use own initiative * Good timekeeping and time-management/organisational skills | * Ability to facilitate peer led groups and develop peer-led initiatives * Ability to develop information materials on a range of specialist topics to inform people who use drugs, public and other professionals * Is adaptable and open to change and open to continuous learning and development |
| **Education/Qualification** | * Educated to or willing to work towards SCQF Level 7 SVQ3 or equivalent * Willing to undertake training as required | * Knowledge of substance use and harm reduction * Undertaken T4T Take home naloxone programme |
| **Service Specific** | * Ability to deliver awareness-raising and educational sessions to a range of stakeholders (project specific) * Ability to travel to Perth, Dundee and Angus to cover essential services as and when required * Conduct lone working outreach activities * Ability to undertake occasional weekend or evening work * Use of a vehicle for work purposes |  |



**(Support Staff)**

**CONDITIONS OF SERVICE**

**Hours:** **37 hours** 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.

**Contract:** This is a **Permanent** post**.** All posts are subject to a 6-month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, directly into a bank account of your choice. The rate of pay for the Project Worker post is HF37-E, £25,720 – 26,446 per annum.

**On Call:** 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.

**Overtime:** Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.

**Pension:** 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 1st May 2023. Further details of the scheme are available from the payroll team.

**Health Plan:** 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.

**Annual Leave: The holiday year runs from 1st January - 31st December**. The full holiday entitlement is 236.8 hours (6.4 weeks) per annum rising to 273.8 hours (7.4 weeks). 5 days public holidays have been included in this annual leave entitlement.

**Annual leave is calculated on a pro rata basis for part time staff.**

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions, you must declare this on your

**Offenders Act 1974:** 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.**

**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.