

PROJECT WORKER
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Purpose

To provide a safe and welcoming environment in which members of the Association can be supported according to their individual needs and circumstances.

Responsibilities

- All staff are responsible to the Manager. Project Workers are supervised on a day to day basis by the Senior Project Worker.
- Project Workers will sometimes oversee the work of volunteers and community payback workers.

Principal duties

- Give practical and emotional support and guidance to members of the Association.
- Contribute to all aspects of the day to day running of Am Fasgadh, including cleaning and preparing food.
- Arrange and provide An Drochaid outreach sessions in Lochalsh and South Skye.
- Give one to one outreach support to clients referred by the Community Mental Health Team as set out in the individual referral.
- Give one to one support to clients outwith the centres as set out in the relevant support plan.
- Operate the Association's furniture project. This involves collections, deliveries and storage of furniture plus communicating with donors and recipients.
- Act as an advocate on behalf of members and help them in their contact with other services.
- Maintain contact with members using all appropriate means, such as phone, text, email, Facebook and visits.
- Organise and take part in activities for members' recreation and personal development.
- In the absence of senior staff, ensure the delivery of an effective service and make sure the Association's policies on health and safety, child protection and other areas are adhered to.
- Be committed to ongoing learning and professional development. Attend appropriate training courses.
- Maintain a strict code of confidentiality.
- Record and pass on information appropriately, especially using the daily email system. Proactively keep up to date with information passed on by other staff.

- Follow the lone working guidelines.
- Operate at all times within the policies of the Association.
- Promote the services of the Association with statutory and voluntary agencies and with other groups and individuals.
- Other duties appropriate to the general character and responsibility of the post, to be determined by the Manager or Centre Manager.

Other requirements

- The requirement to travel for An Drochaid and outreach support means that Project Workers must be able to drive and have use of a car for work.
- Project Workers should be willing to work towards appropriate qualifications as deemed necessary by the association or its funders.
- Project staff will be required to hold and maintain membership of Disclosure Scotland's Protection of Vulnerable Groups scheme for work with adults at risk.

Person specification – essential attributes

- High standard of literacy and numeracy
- Previous relevant experience in the health, housing and social care sector
- Outgoing, friendly and able to make our members feel at home
- Good listening skills
- Strong ethical values in line with those of the organisation
- Able to work reliably on your own initiative
- Able to get on as part of a small, friendly team

- desirable attributes

- Previous relevant experience in the health, housing and social care sector