

**PERSON SPECIFICATION:**

Project Worker

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This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application.

**1. EXPERIENCE**

- 1.1 A minimum of three years' experience of working in addiction. [Essential]
- 1.2 Experience of administration including record keeping. [Essential]
- 1.3 Experience of working in liaison with other agencies within both the voluntary and statutory sectors. [Desirable]
- 1.4 Experience of using group facilitation to aid the change process [Essential]
- 1.5 Experience of case management / care planning process and implementation [Essential]
- 1.6 Experience of peer involvement in service delivery [Desirable]

**2. QUALIFICATIONS**

- 2.1 A relevant third level qualification minimum level 7 [Essential]
- 2.2 A qualification in Addiction Studies [Desirable]

**3. KNOWLEDGE**

- 3.1 Understands why people use alcohol/drugs and the needs that service users may present with.
- 3.2 Demonstrates an understanding of the principles of harm reduction and the issues associated with providing services in a voluntary agency setting.
- 3.3 Understands key working, case management, crisis intervention and brief intervention work (*e.g. Motivational Interviewing, Relapse Prevention, Solution Focused Brief Interventions, CRA, CRAFT.*)
- 3.4 Understands the impact of marginalisation and social exclusion on individuals and communities, and applies a rights-based approach to their work.

**4. SKILLS AND ABILITIES**

- 4.1 Strong communication and inter-personal skills at all levels.
- 4.2 Ability to be clear and explicit about professional boundaries.
- 4.3 Proven organisational skills with the ability to prioritise needs and objectives.
- 4.4 Ability to establish and develop effective Key Working and Case Management relationships with clients
- 4.5 Ability to facilitate case conferences and groups.
- 4.6 Ability to establish and utilise external networks effectively
- 4.7 Ability to advocate effectively on behalf of service users as required
- 4.8 Ability to use initiative; apply sound decision-making skills, and to make assessments of the needs of service users.
- 4.9 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations
- 4.10 Ability to work within Community Response structures.

**5. ATTITUDE**

- 5.1 Enthusiastic and committed to providing high standards of services for people who use Community Response & the Hepatitis C Partnership.
- 5.3 A team player committed to consultative ways of working.
- 5.4 Friendly, approachable, and flexible, with a “can do” approach to working.
- 5.5 Commitment to participate in supervision and in training and development.



5.6 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

5.7 Holistic and empowering approach to working with service users.

5.8 Open to feedback from service users

5.9 Open to feedback from colleagues and management

**6. CONTRACTUAL**

6.1 To work off site as necessary (within Community Response guidelines).

6.2 To work anti-social hours as required