

**Job Description**

Title: Project Worker (Floating Support) – The Marc Project

Location: The Link, 10 West Street, Newtownards, BT23 4EN

Salary: NJC Pt 18 £7872, (£17,714 pro rata)

Expenses: A mileage allowance is paid in respect of agreed mileage undertaken in the course of business.

Hours of work: 16 hours per week. Monday – Wednesday **or** Wednesday – Friday, with at least 6 hours on two consecutive days.

Leave: 25 days pro rata plus 12 statutory days pro rata

**BACKGROUND:** TheLink came into being in January 1997. It originated from a group of concerned local Christians who formed a Management Committee to take the project forward. The organisation now employs 14 members of staff and has in excess of 60 volunteers working in a number of areas. The Link seeks to work with some of the most marginalized members of the local community. Our provision includes:

* Youth Drop-in and programmes
* Totstime Parent and Toddler Group
* Senior Citizens Lunch Club
* MARC Project – supporting adults with addictions
* English as a Second Language

**The MARC (Making A Real Change) Project** aims “to support adults who suffer as a result of addiction to alcohol and/or other drugs, to reduce self-harm, promote sobriety and encourage independence.” We operate within the Ards and North Down boroughs. Our eligible client group are over 18 years of age, have issues with drug and/or alcohol misuse and are willing to engage on a voluntary basis.

**JOB OUTLINE:** To provide support for people struggling with addictions to alcohol and/or other drugs to set up and maintain stable tenancies, to move towards independence, to improve their quality of life and to develop themselves in mind, body and spirit.

**REPORTING TO: The MARC Project Manager**

**MAIN DUTIES:**

* To provide person-centred support to individuals through befriending, personal support and the provision of information and advice.
* Be involved in the referral and assessment process for potential and active clients;
* To support individuals in determining their own needs, developing action plans and reviews as advised by the MARC Project Manager.
* Adopt a holistic approach to the support of participants by being aware of their social, physical, psychological and spiritual needs;
* To work with individuals within agreed plans of intervention, towards specific agreed objectives.
* Promote and develop good relationships with clients and where appropriate their families, through home visits and regular contact;
* To support individuals to live independently and contribute to local community life.
* To promote client strengths and self-belief, encouraging them to advocate for themselves while providing advice and support when required.
* Ensure accounting procedures are followed for Programme expenditure;
* Ensure the system for recording information is followed, that recording is up to date and assist participants in compiling their own records of achievement;
* To maintain appropriate records and client files in line with The Link’s policies, especially the Confidentiality and Data Protection Policies where appropriate, to accompany clients to meetings, interviews, etc. and provide support and assistance.
* To provide relevant data for the funding returns and to be aware of and work within the Supporting People Quality Assessment Framework.
* To be directly accountable to the MARC Project Manager for all work with individuals.
* To liaise directly with staff in other statutory and voluntary organisations around referral, support and resettlement issues, when required.
* To develop and facilitate group workshops offering individual opportunities for personal growth and social skills.
* To promote good practice within The Link staff team and the wider organisation. .
* To represent The Link at meetings with statutory and non-statutory agencies, when required.
* To support other team members and the MARC Project Manager in the promotion and development of the programme.
* To deputise in the absence of staff, as and when required
* Adhere to the ethos, policies and procedure of The Link in all matters;
* Expected to comply with Section 75 of the NI Act 1988;
* Use of a car for work;
* To undertake any other reasonable duties, as agreed with the MARC Project Manager.

## Qualifications and Experience

#### Essential

1. Have a relevant health and social care vocational qualification level 2 or above and at least 2 years’ experience of working in a support role with people who have substance use issues

**Or** 5 GCSE qualifications or equivalent with a pass in English Language and 2 years experience working with people who have substance use issues.

**OR** have at least 4 years experience of working with people with substance use issues and have updated your learning through training or personal study.

1. Experience of working with low motivated individuals.
2. Be computer literate.
3. Excellent interpersonal and communication skills.
4. Ability to work as a member of a team and on own initiative.
5. Adherence to the ethos of The Link.
6. Use of a car for work.

#### Desirable

1. An understanding of the voluntary/community sector, particularly in relation to addictions.
2. An understanding of the structures and networks of the various statutory agencies working in this area.
3. Ability to drive a minibus.