

THE HAVEN KILMACOLM



ROLE SPECIFICATION

Application Instructions:

Please return a completed application form to:

Recruitment Department (Private & Confidential) JOB REF (HSW04) The Haven Kilmacolm, Horsecraigs, Kilmacolm PA13 4TH (Closing Date 5pm Friday 9th November 2018)

Or email: info@thehavenkilmacolm.com with the subject line Job Ref HSW04

JOB TITLE – HOUSING SUPPORT/SCHOOLS WORKER

Job Summary

Job Purpose

To assist in the provision of individualised person centred support to adults with issues related to addiction. To liaise with local schools helping deliver a drug prevention message to pupils as part of a team, under the guidance and direction of the centre management team.

Job Role

- To carry out day to day responsibilities of the service as directed
- To provide practical support to assigned service users
- To liaise with and set up pupil forums with local schools through existing contacts.
- To assist with life skills programme as directed

Essential Job Functions

1. Be part of the team of duty officers who will direct the day to day workings of the centres programme.
2. Assist with intake procedures
3. Support Service Users with medication, appointments and family liaison
4. Support and monitor service users throughout life skills training
5. Be responsible for recording and reporting in line with the Service policy and procedure
6. Take part in interviews of service users
7. Take part in mandatory training
8. To teach from the bible, both in large and small group settings and one-to-one.
9. To encourage and facilitate clients to consider the relevance of the gospel of Jesus Christ and to encourage everyone in their journey of faith in Christ.
10. Take responsibility for own personal and professional development and contributing to the positive work practice of others to ensure the highest quality of service is provided.
11. Follow THK internal and National Standards and Policies including Codes of Professional Conduct.
12. Contact and represent THK with local schools delivering pupil forums on drug prevention.

13. To work flexibly to provide adequate cover for all aspects of the service e.g. Overnight and weekends
14. To undertake any training considered appropriate by the organisation and the demands of the post.
15. Other duties commensurate with the post under direction of Centre Project Manager

Key Links

1. Line Manager – Senior Support Worker
2. Support Workers
3. Finance Officer
4. Management Team
5. Local schools and their principle teachers.