



## Job Description

### Assistant Project Worker

**Hours per week:** 37 hours per week (between 8am – 10pm; 5 days over 7)  
**Contract type:** Fixed-Term, 12-month contract

**Location:** West Dunbartonshire

**Reports to:** Nicola Galloway

**Line Management Responsibility:** No

**Financial Accountability:** Low

The Assistant Project Worker will support the provision of relationship-based support delivered to young people and families in the community and promote positive outcomes in line with the values and principles of includem.

Working alongside the Project Worker to deliver aspects of the support plan that has been developed with the young person. They will understand and respond to individualised needs identified in the support plan to improve outcomes in line with GIRFEC principles and includem's model of support.

An Assistant Project Worker will demonstrate leadership and ownership over effective service delivery to young people by managing outcomes for young people through use of line managers, colleagues and organisational tools, processes, policies, and procedures.

### Key Responsibilities

The key responsibilities of the Assistant Project Worker include, but are not limited to:

#### Service Delivery

- To build relationships and deliver outcome-based support to young people and families, involving all key stakeholders.
- To be available for young people and families at critical times.
- To explore values and attitudes with young people in a supportive manner, to affirm and validate their feelings and ideas, and nurture and confirm their learning.
- Actively contribute to case progression to help young people and families recognise progress.



- Ability to assess and respond appropriately to situations where young people/families may be at risk of harm.
- To actively participate in the delivery of the includem Helpline evening service so support is available for young people and families 24/7
- To respond to young people and families using the Helpline and source support for them from allocated teams and workers. To offer support and generate solutions where required, with risk enablement being at the heart of professional judgement and decision making.

### People

- To understand the different coping mechanisms that young people and their families use to deal with stress and high emotions, and to respond appropriately.
- To demonstrate professional resilience when providing support with sensitive or challenging issues
- To use a strengths-based approach to empower individuals facing adversity to find solutions and make positive changes, ensuring resources are in place to sustain these changes.
- To establish mutually trusting, open and non-judgemental relationship with young people and their families
- To participate in collaborative team work to provide a 'scaffolding of support' around individual young people and families.
- To respect and value the contribution of wider stakeholders and the delivery of includem services.

### Influence

- To ensure young people and families are empowered to make informed choices.
- To support young people and families to effectively communicate with others.
- To work with young people to identify goals aligned to wellbeing indicators and to positively influence progression towards these goals.
- To reflect on practice, share learning and promote continuous practice improvement within a team setting.
- To understand the includem framework of intervention and the key aspects of the service delivery model.
- To role model appropriate practice standards and professional boundaries to others
- To ensure a high-quality service is delivered to young people and families.
- Demonstrate understanding of your impact on people and how they might see you.

### Resources

- To take direction from the lead worker and participate in deployment to ensure time is used effectively to meet the needs of young people and families so the service is available 24/7, 365 days per year.
- To maintain and produce accurate and timely records and reports.
- To ensure support is delivered in line with includem's Policies Procedures, SSSC Codes of Practice & National Guidelines.



### **Quality Assurance**

- To be accountable for the quality of your work and be able to evidence this work effectively.
- To actively participate in formal supervision and continuous professional development.
- To generate creative and new solutions to issues faced by young people and families.



## Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
<b>Technical Skills, Knowledge, and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of effectively engaging vulnerable young people and families who are likely to have faced challenging life circumstances and supporting them to achieve positive change.</li> <li>• Ability to recognise situations in which people are in crisis or at risk and able to use support to determine appropriate interventions.</li> <li>• Ability to respond flexibly to changing situations led by the needs of young people and families.</li> <li>• Ability to provide emotional, practical, and social support to young people and families.</li> <li>• Ability to routinely evidence practice, including contributing to formal reports.</li> <li>• Reliability and commitment to deliver the relationship-based model of intervention.</li> <li>• Ability to demonstrate, understand apply our organisational values which are clearly aligned to the SSSC Codes of Practice. These are embedded in all roles and applicants must evidence their attitudes/behaviours as part of the application process:               <ul style="list-style-type: none"> <li>• Respect</li> <li>• Collaboration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Application process</p> <p>Group stage interview</p> <p>Individual interview</p>



	<ul style="list-style-type: none"> <li>• Participation and Dignity</li> <li>• Empowerment</li> </ul>		
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Willing to work towards SCQF Level 3/appropriate professional qualifications for SSSC registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to work towards SCQF Level 3/appropriate professional qualifications for SSSC registration.</li> </ul>	Application process  Group stage interview  Individual interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to drive and have access to your own car for work purposes.</li> <li>• Excellent organisational and planning skills.</li> <li>• Effective team player who is also confident working independently</li> <li>• Self-motivated and flexible</li> <li>• Excellent communication skills, both written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>	Application process  Group stage interview  Individual interview

### **Acknowledgement:**

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	