JOB DESCRIPTION

Job Title: Project Worker

Location: Thompson House

Council: Social Witness

Salary Scale: NJC Pts. 8-15 £27,709 - £31,015 per annum

Hours: 37.5 hours per week, worked flexibly on a rota basis across 24/7 hours. Sleep-in duties are also required

Responsible to: Service Manager

MAIN FUNCTION OF JOB

To support the residents in their rehabilitation programmes within the policies and standards of PCI, Thompson House, the Probation Board and within the Christian ethos of PCI to ensure quality of service delivery.

BACKGROUND INFORMATION

Thompson House is a Probation Approved Project providing rehabilitation for 19 male offenders and ex-offenders.

It is one of the aims of the Project to create an environment with a Christian ethos in which residents can be encouraged towards a Christian way of life. However, the Project is open to men of any religion or of none.

RESPONSIBILITIES AND DUTIES

SUPPORT FOR RESIDENTS

1. To participate in the admission of residents.
2. To participate in the assessment of individual residents in conjunction with professional staff to draw up and implement rehabilitation plans.
3. Under the supervision of professional staff to undertake key work responsibilities for designated individual residents, including participation in monitoring and reviewing residents' progress on a regular basis.
4. To participate in the rehabilitation programme of the residents, including one to one work and social and independent living skills development.
5. To provide appropriate follow-up for ex-residents as necessary and as approved by senior management.

6. To communicate the Christian faith, appropriately, by word and action, both individually and as part of a team.
7. To promote equality of treatment in relation to residents.

ADMINISTRATION

1. To maintain files and records in accordance with Probation Board Hostel Standards.
2. To maintain accurate financial records, including records of residents' rent and petty cash.
3. To maintain appropriate confidentiality on information relating to residents.

HEALTH AND SAFETY

1. To generally exercise vigilance in relation to health and safety of personnel and hostel premises and report any concerns and/or faults to the Service Manager
2. To carry out daily health and safety checks as required, notifying any faults to the Service Manager.
3. To contribute to the security of all personnel in the hostel.

TRAINING

To take part in training organised by the Council for Social Witness, the Probation Board and other agencies, as required. Ensuring Northern Ireland Social Care Council (NISCC) registration is maintained.

ANY OTHER DUTIES

To undertake any other relevant duties which may be required.