

JOB DESCRIPTION

Job Title:	Social Worker – Thompson House
Council:	Council for Social Witness
Salary Scale:	NJC Points 25-30 - £36,363 - £40,777 per annum
Hours:	37.5 hours per week, worked flexibly and to include sleep-ins
Responsible to:	Service Manager

MAIN FUNCTION OF JOB

To be responsible, for promoting and ensuring the highest standards of care, in compliance with statutory requirements, to meet the physical, social, emotional and spiritual needs of the residents within the Christian ethos of the Presbyterian Church in Ireland.

To ensure the Service is run efficiently and effectively whilst safeguarding service users. To support the Service Manager in all aspects of the Management of the Service.

BACKGROUND INFORMATION

The Council for Social Witness is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

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

GENERAL

1. To ensure that staff meet all legislative requirements.
2. To assist in leading, embedding and promoting Trauma Informed Practice within the service

3. To ensure that all correct documents are present in files e.g referral forms, licence conditions, risk assessments, support plans etc.
4. To undertake key work responsibilities for designated individual residents, including participation in monitoring and reviewing residents' progress on a regular basis.
5. To ensure positive outcomes for the residents through innovative and collaborative service development.
6. To ensure that staff are meeting best practice requirements in the assessment and management of risks presented by the residents.
7. To assist with risk assessment and risk management processes
8. Assist in the collaboration with statutory partners including PBNI, NIHE and Prison Service NI.
9. Ensure appropriate and timely responses to incident and safeguarding concerns.
10. Take the lead decision making role when on staff rota with Project Workers, Relief Workers and Student Social Workers.
11. Ensure residents ensure structured support focused on risk reduction, rehabilitation as well as reintegration into the community i.e. health and housing
12. Embed a holistic and inclusive culture throughout the service to all key internal and external stakeholders
13. To assist in leading and overseeing the robust security infrastructure of an Approved Premises, ensuring that high levels of H&S and security provisions are implemented and maintained throughout
14. To maintain professional development in keeping with NISCC requirements.

ADMINISTRATION AND FINANCIAL

1. To assist in maintaining accurate financial records, including records of petty cash and residents' service charge.
2. To liaise with Radius Housing regarding maintenance and tenancy issues as required
3. To align with quality audits in line with PCI policy
4. To ensure resident files are maintained appropriately
5. To maintain appropriate confidentiality on information relating to residents.
6. To carry out interview and assessments of referrals for the hostel panel to ascertain their support needs in Probation Approved accommodation.

HEALTH AND SAFETY

1. To exercise vigilance generally 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.

To carry out any other duties, requested by the Service Manager or Deputy Service Manager, as reasonable within the main function of the job

COMMUNICATIONS

1. Liaise with tenants' families, next of kin and other professional staff involved with the care of the tenants
2. To liaise with PBNl/Supporting People and other professional staff as required
3. To be a senior contact for the service/thematic grouping
4. To deal with general enquiries about the Service

To undertake any other relevant duties, which may be required by the Service Manager or Regional Care Manager

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.