

Job Role Profile

	Job Title:	Project Worker
	Department:	CFYP
	Direct Supervisor:	Depute Manager, Team Leader or Project Manager

1	Job Purpose: <p>To provide comprehensive supports and/or care to CFYP whose referrals are accepted by the project. Elements could include assessment, training, counselling, advice, support and advocacy.</p>
2	Dimensions: i.e. budget, no of staff, areas of work etc. <ul style="list-style-type: none"> Financial: will have responsibility for adhering to relevant organisational financial processes and procedures particularly in relation to petty cash. Staff: No direct line management responsibility Other: Will support service users either within a specific defined location or across a wider geographical area.
3	Key Objectives and Accountabilities: <ul style="list-style-type: none"> To ensure individuals supported by the project receive the best possible service at all times To create a safe, nurturing and enabling environment To undertake keyworker responsibilities for specific named children, young people and/or families

	<ul style="list-style-type: none"> • To develop a co-operative relationship with all relevant agencies and providers and to maximise the potential benefit to the individuals we support. • To contribute to the formation of operational policy and to the development of practice within the project. • To complete all necessary risk assessments to ensure risks are minimised and manageable. • To participate actively in team meetings, supervision and all other forums aimed at developing policy and practice. • To uphold the values, principles and policies of Quarriers and to operate within the specified guidelines. • To record all work undertaken to a high level of accuracy and detail
4	<p>Key Performance Outcomes and Measures:</p> <ul style="list-style-type: none"> • Working within the relevant National Care Standards. • Working within guidelines set out in Codes of Practice. • Comply with relevant SSSC registration requirements
5	<p>Knowledge, Skills and Experience necessary for the role:</p> <ul style="list-style-type: none"> • A supportive and enabling, person-centred approach to CFYP. • Knowledge and experience of working with vulnerable CFYP within a range of settings including residential or community settings



	<ul style="list-style-type: none"> • Knowledge and experience of issues and support needs affecting service users within the relevant setting • Knowledge of external agencies involved in the relevant sector. • Desire to access relevant training and development opportunities (including gaining necessary qualifications for SSSC registration). • Good recording and report writing skills. • Good interpersonal skills applicable to fellow professionals as well as CFYP. • High level of reliability, patience and commitment to the service and Quarriers.
6	<p>Key Relationships:</p> <ul style="list-style-type: none"> • Directive/Matrix Reports: N/A • Senior Internal Stakeholders: Daily contact with line manager in relation to liaising with project manager as well as general guidance. Regular planned supervision as well as ad hoc advice and input. • External Contacts: Organise reviews and interagency meetings with outside agencies. Liaise on a daily basis with other health and social care agencies in order to maintain good working relationships and the best possible service for individuals supported by Quarriers.

