

## Project Worker - Job Description

<b>Salary:</b> £13650 - £14207	<b>Responsible to:</b> Project Manager
<b>Hours:</b> 19.5 per week <i>(FTE 35 hours per week)</i>  Hours can be worked flexibly within the core hours of 9am-5pm Monday-Friday	<b>Period of contract:</b> 3 years <i>(extension beyond this subject to funding)</i>  Probationary period of 6 months
<b>Holiday entitlement:</b> 15 days, plus 4.5 days bank holidays  <i>(FTE 27 days plus statutory bank holidays)</i>	<b>Car use:</b> It is desirable that the post holder owns and runs a car. Work related mileage allowance - 45p per mile

### Introduction

Haven Project Liverpool is a service that provides support to parents who are involved in public care proceedings initiated by Liverpool Children's Services. The support offered includes attending court hearings and key meetings with parents and acting as an advocate where needed; accompanying parents to the first and follow up meetings with specialist services i.e. drugs/alcohol, mental health, domestic abuse; providing prayer support; meeting parents regularly in the community to provide the emotional and practical support they require; linking parents in to relevant community groups to develop positive support networks.

Though our work provides an element of advocacy for parents we do not provide legal advice at any stage of the process. All parents involved in public care proceedings automatically qualify for legal aid. We work closely with a parent's solicitor and barrister to ensure they are accessing the necessary legal guidance and advice throughout the court process.

In circumstances where children don't return home our Next Steps service offers parents a further 12 months support. The focus of the service is to support parents in coming to terms with their loss and to make plans for their own future, ultimately aiming to reduce the number of parents who will go through the court process again.

Haven Project Liverpool is an organisation which seeks to demonstrate Christian faith in practice. The service we offer is open to people of all faiths and none and is guided by the principle that all people, whoever they are, however they live, whatever they've done, should be treated with equal dignity, care and respect. The work is motivated by the belief that no person or situation is beyond hope.

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### Purpose of Service

- To reduce parents' sense of stress and isolation
- To enable parents to participate fully in the court process
- To promote positive, lasting change
- To help shape the support available to parents nationally through an external evaluation of our service model

### Purpose of Post

Provide an effective, high quality support service to parents referred to the Haven Project. Working with parents during care proceedings and post court through individually devised packages of support.

### Duties and Responsibilities

- Manage an agreed case load of parents referred to the service. Project Workers will carry cases in both the Court Support and Next Steps elements of the service, providing continuity wherever possible across the service for individual families.
- Work flexibly if needed, for example on occasions when court hearings are scheduled on preferred non-working days, or require additional hours to be worked within a week - time off in lieu to be taken for these hours
- Produce information and resources for parents as required
- Devise and facilitate group sessions as required
- Develop and maintain good working relationships with referrers and partner agencies
- Work with other agencies to ensure that parents needs are being fully met, facilitating referrals for specialist support as required.
- Work effectively alongside Haven Project volunteers
- Maintain accurate manual and computer based records (in accordance with data protection requirements)
- Ensure that all the work of the Project is delivered to a high quality and is in line with our Christian ethos.
- Participate fully as a member of the Haven Project team, attending and contributing to staff meetings and participating in regular individual supervision sessions
- Comply with all HPL policies and procedures
- Contribute to effective monitoring and evaluation of the Haven Project
- Attend appropriate training and professional development courses as required
- Undertake any other duties commensurate with the post and grade as directed by the Project Manager

## Project Worker - Person Specification

QUALIFICATIONS AND TRAINING	ESSENTIAL/ DESIRABLE
Recognised social work qualification or equivalent	Desirable
Enhanced DBS disclosure	Essential
<b>EXPERIENCE</b>	
A minimum of 2 years experience of direct work with adults or families in a statutory or voluntary sector setting	Essential
Experience of working with families in the child protection system	Desirable
Experience of advocacy in either a paid or unpaid setting	Desirable
Experience of working with people who have difficulty in engaging with services	Essential
Experience of working with a range of multi agency partners	Essential
Experience of group work	Desirable
<b>SKILLS AND APTITUDES</b>	
Strong self-motivation and the ability to work independently, prioritising own workload	Essential
Ability to work collaboratively with colleagues from a range of agencies providing services to families	Essential
Skills in advocacy, negotiation and liaison	Essential
Ability to support people during times of intense emotional distress	Essential
Ability to pray with and for parents accessing the service, as required	Desirable
Ability to manage stress and emotional challenges in a work setting	Essential
Excellent written and verbal communication skills	Essential
Competent organisational and IT skills; ability to maintain manual and electronic records	Essential
<b>KNOWLEDGE</b>	
Knowledge of key legislation relating to children and families	Desirable
Knowledge of child protection and family court systems	Desirable
Knowledge of trauma informed practice	Desirable
<b>VALUES</b>	
Practical commitment to anti-discriminatory and anti-oppressive practice	Essential
Commitment to upholding the organisation's Christian ethos, vision and mission	Essential
<b>OTHER REQUIREMENTS</b>	
Willingness to undertake other duties as requested in line with level of responsibility	Essential
Full driving licence and access to own car or otherwise able to travel across Liverpool	Essential