



# Project Worker

**Job Description**  
**Job Reference: E187**

- Location:** Borders wide
- Salary:** £18,734 per annum/£8.98 per hour for relief staff
- Working Hours:** Full time, part time and relief applications welcome
- Responsible To:** Support Manager
- Special Conditions:** Hours may include evenings and weekends.  
Local travel.
- Closing date:** 28<sup>th</sup> April 2014

***We also have an opportunity for a full time, nine month fixed term appointment to cover maternity leave. It is anticipated that this post will commence in August.***

## **Job Summary**

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To provide community-based emotional support to young people aged 16-21 years who are experiencing issues around their mental health and wellbeing and who are socially isolated, and to include those that may be having issues as a result of drug or alcohol misuse.

## **Responsibilities**

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- To support Young People on a one to one basis, in response to the needs of Young People experiencing issues around their mental health and wellbeing
- Respond to the needs of the Young People using the Youth Project, facilitate and develop user support groups, and drop-ins as the needs arise.
- To establish supportive relationships with young people and respond effectively to the multiple and changing issues that affect them.
- To establish effective working relationships with other professionals including GP's and Community based Psychiatric Services to ensure that young people gain access to appropriate care and support.
- To work with other agencies to develop a range of interventions that respond to the pattern of needs in the local, and the expressed choices and needs of young people.

- To work in co-operation with other Project Staff and to contribute to the operation of the Penumbra Youth Project as appropriate.
- To participate in training activities and meetings are required.
- To be responsible for keeping accurate records and personal timesheets.

### Person Specification

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good Level of educational attainment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• SVQ3 or equivalent as defined the SSSC</li> <li>• The duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK. However, Penumbra is willing to consider any proposals put forward by applicants that would allow them to do the job by other means.</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of being in a supportive and enabling role</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of a person-centred approach</li> <li>• Experience of working in the mental health field</li> </ul>
<b>Core Competency – Working with Others</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Builds good working relationships with team members.</li> <li>• Works co-operatively with other professionals as required.</li> <li>• Gives others time and space to express what they think, feel and want.</li> </ul>
<b>Core Competency – Learn and Apply</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Is aware of own strengths and development needs.</li> <li>• Demonstrates commitment to keeping knowledge, understanding and skills up to date.</li> </ul>
<b>Core Competency – Communication</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Speaks and writes clearly and accurately and ensures the message is understood.</li> <li>• Explains clearly and accurately issues, policies, procedures and other pertinent information.</li> <li>• Conveys sensitive or contentious information tactfully.</li> </ul>
<b>Core Competency – Managing Self</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Is able to deal with difficulties by keeping them in perspective.</li> <li>• Is open to change and continually improving practice.</li> <li>• Has the awareness of when to ask for help and has the confidence to do so, where appropriate.</li> </ul>
<b>Core Competency – Professionalism</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to Penumbra’s values.</li> <li>• Works to policies, procedures and relevant legislation.</li> <li>• Maintains sound ethical and professional standards at all times.</li> </ul>
<b>Role Specific Competency – Supporting People</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Supports individuals in line with organisational values, policies and procedures.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Understands recovery and works with a recovery focused approach.</li><li>• Consistently works with a person-centered approach.</li></ul> |
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**Completed Applications should be returned to:**

[humanresources@penumbra.org.uk](mailto:humanresources@penumbra.org.uk)

**or**

**Human Resources  
Penumbra  
57 Albion Road  
Edinburgh  
EH7 5QY**

**Closing date: 28<sup>th</sup> April 2014**

**Please make it clear on your application if you wish to be considered for a full time, part time or relief position.**