**JOB DESCRIPTION FOR**

**PROJECT WORKER**

**Name of Employer:** Probation and Linkage in Limerick Scheme (PALLS)

**Job Title:** Project Worker (Full time post)

**Number of Hours:** 35 hours per week

**OVERALL PURPOSE OF THE JOB**

PALLS is committed to equality and social inclusion. It aims to facilitate trainees to recognise their needs, enable them to achieve their goals and to instil hope and self-belief. The project’s work is rooted in the values of respect, empathy, fairness, participation and inclusion. The job of the Project Worker is to work with the project management team to ensure that the aims, objectives and vision for the PALLS Project are implemented and carried out successfully.

**KEY AREAS OF WORK**

The Project Worker will work under the direction of the project management to achieve the overall objectives of PALLS. Tasks will include:

1. **Participation and Planning**

The Project Worker will work as part of a team participating in, and contributing to, ongoing programme planning, caseload management and team meetings for the Project.

**2) Delivery of Training Programme**

The Project Worker will support the delivery of the training programmes in PALLS. This will include:

* Working with each participant to devise an individual action plan.
* Organising individual and group activities/training to meet the identified needs.
* Providing individual mentoring/tutoring to meet the individual participant needs as identified in the individual action plan.
* Supporting ETB tutors and external trainers in the delivery of scheduled training courses.
* Creating and delivering self-care courses.
* Developing a working relationship with service users prior to and post release.
* Supporting the service users in the community as they work towards implementing their Individual Action Plan.
* Encouraging and motivating the service users to take ownership of their Individual Action Plan and adhere to their Individual Contract.
* Arranging post release meetings and working in partnership with relevant government and voluntary agencies and support networks (e.g. housing, employment, training, drugs services etc.).

**3) Support Work Areas**

The Project Worker will strive to develop supportive respectful relationships with the PALLS participants. This will include:

* Providing one-to-one key working support.
* Supporting participants to address drug and alcohol issues with a focus on harm reduction.
* Supporting participants to address their ancillary needs through effective referral to appropriate agencies and services.
* Identifying relevant community based support services and facilitating service user access to these services.
* Providing practical support regarding general welfare issues.
* Crisis Management.
* Liaising with family members when appropriate.

**4) Outreach**

The Project Worker will support continued engagement by the participants by:

* Making contact with them in the communities when deemed appropriate.
* Identifying relevant community based support services and facilitating trainee access to these services.

**5) Networking/Building Alliances**

The Project Worker will assist in the building of good working relationships at local and national level by:

* Developing a network of relevant service providers and employers in Limerick and the Munster region.
* Identifying and increasing participant’s engagement in cultural, leisure and training events in Limerick and the Mid-West region.

**6) Administration**

The Project Worker will assist with the maintenance of accurate records and data for the project. This will involve:

* Keeping clear and comprehensive records of the work undertaken.
* Regularly updating each individual participant key working report.
* Accurately maintaining a database of interventions within the project.
* Writing reports on work undertaken to be presented to the Manager, Board of Management and Probation Service when requested.
* Assisting in the collection and collation of relevant data to assist in the evaluation of the PALLS.
* Assisting in the preparation of weekly, monthly and annual reports.

**7) Accountability**

The Project Worker will be accountable to the Board of Management of PALLS through the PALLS Manager. This will involve

* Participating in regular caseload management meetings with the Manager, Asst Manager and other Project Workers
* Attending regular meetings with the Project Manager for supervision and support.
* Keeping the Manager & Asst Manager informed about the work at all times.
* Engaging in reflective practice.

**8) Ongoing professional Development**

PALLS is committed to ongoing professional development of all staff. The Project Worker will:

* To take responsibility to identify and communicate to the Manager their training needs
* To participate in training as requested by the manager

**9) Equality and anti-discriminatory practice**

The Project Worker will ensure that equality and anti-discriminatory practice is promoted throughout the work of the Project.

**10) Confidentiality**

The Project worker shall treat all material and communications received by him/her in the course of their work with the Project as confidential and shall not disclose the said material to any third party without the express prior permission of the Board of Management.

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**11) Any other work**

The Project Worker will undertake any other work deemed necessary by the project management for the long term sustainability of the Project.

**PERSONAL SPECIFICATIONS FOR THE PROJECT WORKER**

**ESSENTIAL**

* Third Level Degree (Level 8) in Social Care, Social Work, Community Development, Teaching or equivalent.
* Experience of working with people in a supportive capacity.
* Ability to take direction and work as part of a team under the direction of the project management team.
* Experience of working with marginalised groups, ideally with persons on Probation or with a history of offending
* Experience of developing and implementing Individual Action Plans or Care Plans, and undertaking regular reviews.
* Experience of case management.
* Experience of person centred work.
* An understanding of the dynamics of addiction and drugs misuse.
* An understanding of the effects of social exclusion.
* High levels of emotional intelligence, motivation, flexibility and creativity.
* Excellent organisational skills.
* Ability to work in a complex environment.
* Experience of facilitating groups.
* Networking and advocacy skills.
* Full clean driving licence and access to own transport.
* Excellent IT skills.
* Excellent communication and presentation skills.

**DESIRABLE**

* Experience of working with adults who have had contact with the criminal justice systems.
* Experience or knowledge of the Criminal Justice System.
* Horticulture, woodwork or trades background an advantage.
* A comprehensive knowledge of services in Limerick and the wider region (including social welfare, housing provisions, addiction services).
* Experience of engaging in reflective practice individually or in groups.
* Co-facilitation skills and some counselling skills an advantage.

Garda Vetting is part of the PALLS recruitment and selection process and a pre-employment requirement.