



August 2020

CLUED UP PROJECT

Job Application Pack

The Clued Up Project has been in existence since 1994 and has been a Third Sector organisation since April 2004.

Clued Up provides a comprehensive “youth friendly” substance use support and information service to young people under 25 across Fife, also targeting the wider issues of general well-being and lifestyle.

Our service involves:

Outreach Service 12 – 18 year olds

Specialist Employability Service 14 – 25 year olds

- One to one support
- Group work
- MAIT (Mobile Alcohol Intervention Team)
- User involvement
- Information clinics and stalls / Workshops / Training
- Drop in provision

The post holder will work in Clued Up’s outreach team working with 12 – 18 years olds affected by substance use.

How to apply:-

Applications should be made on the Clued Up application

Online at:- <http://recruitment.cluedup-project.org.uk/>

CLOSING DATE: - Monday 28th September 12 noon

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

Selection Process

Short listed candidates will be advised of the interview date. We do not normally advise those who are not being invited for interview.



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Information for applicants with disabilities

If you require it, we will arrange to have the application form made available in other formats such as tape, Braille or large print, but please let us know in plenty of time, as we may need to ask for assistance from other agencies. Please contact us if there is any other assistance you require.

Website. www.cluedup-project.org.uk

Scottish Charity Number: SC 035036
Company registration number 340206

**THANK YOU FOR THE INTEREST YOU HAVE SHOWN IN
WORKING WITH CLUED UP**



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JOB PROFILE

Job details

- **Service** Clued Up Project
- **Location** The Bunker, 441 High Street, Kirkcaldy
- **Job Title** Project Worker
- **Responsible to** Team Leader
- **Hours of work** 36 hours per week
- **Special Conditions:** Hours will include evenings and some Weekends.
- **Grade and salary** **CU 06 point 17 – 21 £22,807 - £25,266**

1. Purpose of the job

Provide a Comprehensive “youth friendly” substance misuse support and information service for young people under the age of 25 in the Fife area, also targeting the wider issues of general well-being and lifestyle.

The project worker will work within Clued Up’s outreach service alongside a team to support young people 12 to 18 years olds affected by substance misuse across Fife, specifically working in the Dunfermline and West Fife area.

2. Key Responsibilities and Key Result Areas

2.1 Face to face work with young people.

- Provide young people with one to one support on a consistent basis having an outcome focused approach. Using a case management approach.
- Provide assessments of young people’s needs and complete written work plans based on young people’s outcomes.
- Make and develop open, honest and trusting relationships with young people by meeting them on their own terms and working with them on their priorities.



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- Respect confidentiality within established boundaries both with young people, support staff, partners, teachers etc.
- Participate in a Mobile alcohol intervention team in partnership to provide brief interventions and alcohol screening to young people on the streets in the evenings.
- Support projects/group work programmes and special initiatives relevant to young people's needs, both directly and in partnership with other agencies.
- Assist young people to learn from experiences and help them find opportunities for growth in personal and social development.
- Promote effective involvement of young people in decision-making processes.
- Be aware of the agencies that may assist and support young people affected by substance misuse and assist them to access them.
- Keep appropriate records and be able to use appropriate IT equipment/technology to maintain client files.
- Work within Clued Up's policies and guidelines.
- Deliver training/workshops when required.
- Work within the GIRFEC Framework.

2.2 Contacts and relationships.

- Build networks with appropriate agencies and support multi-agency initiatives.
- Liase with other professionals and agencies in assisting individuals toward goals.
- Refer clients to other agencies where appropriate.
- Establish and maintain good working relationships with the Project Staff Team, Service Users and other Agencies.
- To be involved in Staff Meetings and other Partnership Meetings and be willing to undergo any appropriate training.



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- Work with the partners involved to develop appropriate information sharing protocols to enable tracking of young people.
- Make particular efforts to integrate with agencies and projects focussed on substance misuse e.g. treatment and rehabilitation services.
- Participate, at local level, in multi-agency initiatives, meetings, events or working-groups, where issues about young people and substance misuse are a concern.
- When required, ensure that referrals are effectively dealt with through liaison with the Clued Up staff team.
- When remitted by the Service Manager, monitor and report on practice using approved processes.
- When required attend meetings with the Clued Up staff team in order to ensure that liaison is effective and that initiatives are properly co-ordinated.

3. Other Duties

To support the Project in keeping with its aims and philosophies, in conjunction with other team members to facilitate and develop new initiatives to meet individual and community need.

- Link young people with community resources, facilities and encourage positive, productive use of leisure time
- Adopt a community development perspective and produce, in conjunction with service users - leaflets, written material, publicity and marketing opportunities for use within the Project.
- In conjunction with the Development Worker devise a range of strategies to engage hard to reach young people.
- In conjunction with Clued Up, implement the evaluation and monitoring Framework and use the appropriate client management system for recording Data and client files (FORT).
- Work to the targets and outcomes set out by the funding agreement

4. Staffing



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- In conjunction with the Service Manager, ensure that all provision directly relates to necessary policy procedures.

5. Special conditions/requirements

- The jobholder may be required to perform duties appropriate to the job other than those given in the Job Profile without changing the overall purpose of the job.

6. Continued Professional Development

- Reflect on and evaluate one's own values, priorities and effectiveness and synthesise new knowledge into practice.
- Maintain and record Continued Professional Development.

7. Other information

- Before confirming appointment, you will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme.



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CLUED UP PROJECT – PROJECT WORKER
PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIERABLE	METHOD
Experience	Experience of work with young people affected by substance misuse. Evidence of reflective practice involving young people. Experience of working on a one to one basis with young people. Experience of delivering group work programmes.	Counselling skills A sound understanding of work within a statutory and voluntary sector Experience of issue based work. Experience of Detached youth work.	Application and interview
Education, qualifications and training	Training within the substance misuse field, working with young people The ability to travel throughout Fife Minimum SVQ level 3 or equivalent	First Aid Certificate MIDAS certificate Relevant qualification	Application and Interview
Skills abilities and knowledge	Knowledge of agencies within Fife that work with young people Knowledge of the drug/alcohol field in Fife. A proven ability to develop innovative ideas and ways of engaging with hard to reach young people. A proven ability to work within a holistic team A proven ability to work using own initiative. A proven ability to plan and evaluate work programmes centred on young people's needs. A proven ability to work with groups and on a one to one basis. IT Literate and be able to keep accurate client case files.	Presentation skills. Knowledge of other issues affecting young people, e.g mental health, sexual health, The ability to deal with large volumes of paper work specific to the role, for funders, Manager, Board of Directors and the Government. The ability to be flexible and responsive to the changing priorities of the young people. Manage workload and diary efficiently and economically. A proven ability to work to pre-planned targets, deadlines and monitoring of these.	Application and interview
Interpersonal and social skills	Ability to motivate and empower young people to make decisions. Demonstrate the ability to communicate with hard to reach young people on their level. Ability to approach individuals and communities in non judgemental manner. Good sense of humour. Ability to gain trust of young people.	Ability to deal with conflict and challenging behaviour.	Application and Interview
	Self motivated, enthusiastic and		