



Registered Charity SC006511

## Tayside Council on Alcohol

### Job Description and Person Specification - Mentor Resource Worker (Women Only) TCA Dundee

#### Tayside Council on Alcohol Vacancy

**Post:** Mentor/Resource Worker

**Salary** £24,333.40 per annum

**Terms:** Full time permanent, TCA would consider job share

**Responsible to:** Mark Harris, Operations Manager

**Place of Work:** TCA Office, Dundee

**Ref No:** 3/22

#### Job Description

The Role:

As a Mentor/Resource Worker, you will be responsible for implementing a range of interventions and support measures as part of an integrated package of social support. The Mentoring service is specifically designed to address the complex needs of women, through intensive support, to enable change in their lives. You will work systemically in delivering a relationship-based programme where frequency, tenacity and creativity are central.

Key responsibilities:

- To assess, plan and deliver a need led programme for women who have complex needs and who are/have been involved in offending and substance misuse
- Undertake an effective, flexible, intensive outreach approach to engage and build relationships with women. Develop working relationships which empowers women to resolve past/current issues and to develop coping strategies for the future.
- Support the development and maintenance of effective local pathways with key agencies, e.g. substance services, sexual health, housing and mental health;

- Ensure an evidence base is applied to practice through a collaborative assessment of a woman's needs and strengths;
- Develop focused, bespoke and creative interventions that meet the woman's needs and objectives/goals.
- Ensure outcomes are achieved through the use of Outcome reviewing and that data and recording is completed to a high standard;
- Ensure all practice matters relating to child protection or vulnerable adults are dealt with promptly and in line with local safeguarding policies;
- Represent TCA at relevant events;
- Embed a continuous learning ethos within individual and team practice including involvement in reflective practice discussions and demonstrating and maintaining healthy and professional boundaries.
- To assist with the identification and monitoring of trends and patterns of female offenders and their substance misuse within the local community.
- To promote and facilitate user involvement in the development and delivery of the service
- To promote service user involvement in service provision and development.

General requirements:

- Promote and safeguard the welfare of children, young people and vulnerable adults that you are responsible for or come into contact with through practice;  
Maintain an up to date working knowledge of legislation, statutory frameworks and codes of practice, Education Scotland, the Children and Young People (Scotland) Act 2014 and local Child Protection Procedures, and appropriate adult safeguarding legislation;
- Ensure compliance with statutory requirements and local protocols including for example GDPR and confidentiality policies, organisational policies, and Health and Safety at Work requirements;
- Work within a flexible framework in order to meet the demands of the programme outside of usual office hours and travel as required;
- Carry out duties in line with organisational policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Participate in individual and group supervision and Mentor meetings.

***NB: Everyone is expected to adhere to Diversity & Equality and Health and Safety Policies.***

Person Specification

**Please note that due to the client group this post is only available to female applicants as there is a genuine occupational requirement for this in the role.**

**PERSON SPECIFICATION**

Selection Criteria	Essential	Desirable
<p><b>Qualifications</b></p>	<p>Relevant professional qualification (SVQ Level 3 or above )and/or experience e.g. nursing, social work, mental health, education, criminal justice, youth work, therapeutic practice, counselling, criminal justice or equivalent;</p> <p>Professional registration (if appropriate);</p> <p>Evidence of continuing professional development;</p> <p>Join the Protecting Vulnerable Groups (PVG) Scheme, Disclosure Scotland</p>	<p>Qualifications in childcare/child protection</p> <p>Adult Protection</p>
<p><b>Relevant Knowledge and Experience</b></p>	<p>Relevant experience of working with vulnerable groups including problematic drug/alcohol users and demonstrate an ability to create rapport and build effective relationships;</p>	

	<p>Experience of case management including assessments, care planning and reviews with clients with complex needs;</p> <p>Ability to address and manages crisis situations accordingly.</p> <p>Knowledge and understanding of a range of evidence-based approaches including systemic practice, social learning theory, attachment and loss, relationship and strength-based interventions;</p> <p>Knowledge of adult safeguarding, childcare legislation, local Child Protection Procedures.</p>	
<p><b>General Skills</b></p>	<p>Have a non-judgemental approach to substance use/offending and a commitment to the harm minimisation approach which informs agency ethos</p> <p>Able to summarise and evaluate complex assessment information and use this to develop and implement effective</p>	

	<p>interventions;</p> <p>Able to build reflective, supportive, and outcome-focused relationships with the women, whilst maintaining boundaries;</p> <p>Able to influence and inspire across professional disciplines using evidence and practice to improve outcomes for women;</p> <p>Able to challenge, negotiate, advocate and collaborate as part of the role of supporting women;</p> <p>Able to write clear and concise records and reports;</p> <p>Able to reflect on your own practice and identify and implement continuing opportunities for development;</p> <p>Demonstrates an effective level of consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate</p>	
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	<p>manner;</p> <p>The necessary computer literacy skills to produce good quality information in a variety of formats.</p>	
<p><b>Personal Qualities</b></p>	<p>Ability to engage with a wide range of individuals and organisations</p> <p>Ability to challenge discrimination</p> <p>Experience of being able to encourage, develop and motivate others</p> <p>You may be required to work such additional hours (including evenings, weekends and bank/public holidays) as may be necessary for the proper performance of your duties</p> <p>Car owner/driver</p>	<p>Positive and creative approach Flexible approach to work role</p>