**JOB**

**APPLICATION PACK**

**Post - Rehabilitation Worker (Grade B)**

This post is subject to satisfactory references,

a PVG Check and Health Reference

**Fife Intensive Rehabilitation & Substance Use Team**

**Employee Specification for the post of Rehabilitation Worker (Grade B)**

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|  | **EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST** |
| **CATEGORIES** | **Essential** | **Desirable** |
| **1. Qualifications & Experience** | • HNC in Social Care or equivalent OR SVQ3 Social Services and Healthcare at SCQF Level 7.• Experience of working with individuals with problems relating to their drug and/or alcohol use. | • Experience of working in the community. |
| **2. General Attainments** | * Ability to reflect on professional practice.

• Good interpersonal skills.• Ability to organise and prioritise workload. |  |
| **3. Special Aptitudes** | • Good communication skills.* Good written documentation skills including report writing.
 | • Computer literacy. |
| **4. Interests** | • Commitment to personal development and updating of knowledge and skills. |  |
| **5. Disposition** | • Ability to work independently and as part of a team. • Ability to cope with stressful situations.• Motivated and assertive.• Ability to establish and maintain working partnerships. |   |
| **6. Circumstances** | • Able to travel throughout Fife in a reasonable time.• Able to work outwith normal hours if required.  |  |

**Fife Intensive Rehabilitation & Substance Use Team**

JOB DESCRIPTION

Job Title: Rehabilitation Worker (Grade B)

Responsible to: Service Manager/Co-ordinator (on a day- to-day basis)

Salary: FIRST Grade Points 17 – 22 (£24,309 - £27,312)

Work Base: FIRST, 3 South Fergus Place, Kirkcaldy

(However, the Service has adopted a permanent hybrid model of working)

MAIN ROLE

1.1 Deliver and manage a holistic service to clients through a range of interventions.

1.2 Carry out Assessments on clients and refer on to other services when required.

1.3 Review and evaluate client Action Plans regularly to ensure the most appropriate service is being offered and utilised to clients within the Community Rehabilitation Service.

MAIN DUTIES AND TASKS

2.1 Assess clients' needs for services in accordance with the services’ assessment protocol and refer to other services where appropriate.

2.2 Develop individual Action Plans with clients of the community rehabilitation service.

2.3 Implement and manage individual Action Plans by providing one to one support and accessing groupwork and volunteer support if required.

2.4 Facilitate the effective use of other relevant services and networks by clients when required.

2.5 Ensure accurate client records and documentation are maintained including via the online FORT CRMS service.

2.6 Participate in team meetings, staff meetings and any other meetings with agencies as directed by the Service Manager/Line Manager.

* 1. Establish and maintain constructive contacts with referral agencies and other services accessed by clients.
	2. Provide written Court Reports when required.

EDUCATION AND TRAINING

3.1 Keep abreast of new developments and progress in the field of substance use and read any publications highlighted to you by the Service Manager/Line Manager when required.

3.2 Participate in all activities designed to improve personal and professional skills and knowledge including attendance at the monthly coaching sessions with staff from FIRST.

SUPERVISION/COACHING

4.1 Attend and participate in managerial supervision/coaching sessions as directed by the Service Manager.

4.2 Attend and participate in any Service Development Events organised for/by the Service.

PROMOTIONAL WORK

5.1 Promote the Service through presentations and awareness raising activities including visiting other services when required.

5.2 Contribute to reports such as the Annual Report, etc as directed by the Line Manager or Service Manager.

QUALIFICATIONS

The postholder should be qualified to HNC level in Social Care or equivalent or hold an SVQ3 Social Services and Healthcare at SCQF Level 7.

GENERAL

The Postholder may be required to perform duties other than those given in the job description for the post. Duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations would not justify re-evaluation of the post.

The Postholder must be available to work out of hours/flexibly including evening and weekends if required.



**Post Applied For: Rehabilitation Worker** **(Grade B)**

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|  **Personal Details**  |
|  Full Name: Enter text |
|  Address:  Enter text |  City:  Enter text |  Post Code:  Enter text |
|  Email Address:  Enter text |
|  Contact Number: Enter text    |  Full Driving License (*if required for post*):  Yes [ ]   No [ ]  |
|  Are you eligible to work in the UK?  Yes [ ]   No [ ]  *If successful you will be asked to provide evidence of this.*  |
|  Are you a member of the PVG scheme:  Yes [ ]   No [ ]  |  Are you a member of the SSSC/NMC:  Yes [ ]   No [ ]  |

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|  **Your Current Employer**  |
| Employer name: |  Enter text |
| Employer Address (*including postcode*) |  Enter text |
|  Job Title:  |  Enter text |
|  Start Date:  |  Click to enter date |  End Date:  |  Click to enter date |
|  Salary:  |  Enter text  |  Notice Required:  |  Enter text |
|  Reason(s) for Leaving:  |  Enter text |
| Summary of main duties, responsibilities, and achievements: Enter text  |

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| **Employment History** |
| Employer name: |  Enter text |
| Employer Address (*including postcode*) |  Enter text |
| Job Title:  |  Enter text |
| Start Date:  |  Click to enter date |  End Date:  | Click to enter date |
| Reason(s) for Leaving:  |  Enter text |
| Brief description of duties:Enter text   |
| **Employment Continued** |
| Employer name: |  Enter text |
| Employer Address (*including postcode*) |  Enter text |
| Job Title:  |  Enter text |
| Start Date:  |  Click to enter date |  End Date:  | Click to enter date |
| Reason(s) for Leaving:  |  Enter text |
| Brief description of duties:Enter text   |
| **Employment Continued**  |
| Employer name: |  Enter text |
| Employer Address (*including postcode*) |  Enter text |
| Job Title:  |  Enter text |
| Start Date:  |  Click to enter date |  End Date:  | Click to enter date |
| Reason(s) for Leaving:  |  Enter text |
| Brief description of duties:Enter text  |

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|  **Relevant Education and Training;**  |
|  Date Awarded  |  Qualification / Training Course   |  Subject  |  Grade/ Level  |
| Enter text | Enter text | Enter text | Enter text |
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|  **Membership of Professional Bodies or Organisations other than SSSC**  |
|  Date From/ To  |  Body/Organisation  |  Level of Membership  |
|  Enter text | Enter text | Enter text |
|  Enter text | Enter text | Enter text |
|  Enter text | Enter text | Enter text |
|  Enter text | Enter text | Enter text |

***\* If you require more space, please use the blank page at the end of the application.***

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|  **Statement in Support of your Application**  |
| Use this space to give us any additional information you would like us to consider in support of your application. You may wish to state why you would like to work for FIRST and how you can use your skills and experience to carry out this role. (*Space will expand with text*) |
|  Enter text |

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| **References**  |
| Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. ***We cannot accept references from family members or friends.***  |
| **Referee 1**  | **Referee 2**  |
| Can we contact this referee before interview?  Yes [ ]   No [ ]  | Can we contact this referee before interview?Yes [ ]   No [ ]  |
| Name:  | Enter text | Name:  | Enter text |
| Job Title:  | Enter text | Job Title:  | Enter text |
| EmailAddress:  | Enter text | Email Address:  | Enter text |
| Organisation& Address:  | Enter text | Organisation& Address:  | Enter text |
| Relationshipto you:  | Enter text | Relationshipto you:  | Enter text |

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| **Where did you see this position advertised?**  |
| Enter text    |

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| **Other Information and Declaration**  |
| If you consider yourself to have a disability under the Equality Act 2010 and wish to take advantage of the guaranteed interview scheme, please tick this box.  [ ] Any reasonable adjustments required to attend for interview will be discussed in your invite to interview.I authorise FIRST to obtain references to support this application. I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal. Signed:         Dated: Click to enter date |

**Please return completed application:**

**by Post**

April Adam, Service Manager, FIRST, 3 South Fergus Place, Kirkcaldy, Fife, KY1 1YA

**by E-mail**

jeanie.nowland@firstforfife.co.uk

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| **DIVERSITY MONITORING FORM** |

FIRST wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010. Building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organization needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form in the envelope marked ‘Strictly Confidential’ to **Jeanie Nowland, Business Manager**.

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| **Gender** [ ] Man[ ] Woman[ ]  Intersex[ ]  Non-binary [ ]  Prefer not to say  [ ] If you prefer to use your own term, please specify here: Enter text |

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| **Are you married or in a civil partnership?** [ ] Yes[ ]  No[ ] Prefer not to say  |

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| **Age** [ ]  16-24[ ]  25-29[ ]  30-34[ ]  35-39[ ]  40-44[ ]  45-49[ ]  50-54[ ]  55-59 [ ]  60-64[ ]  65+[ ]  Prefer not to say  |

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| **What is your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.***White***[ ] English [ ] Welsh [ ] Scottish [ ] Northern Irish [ ] Irish [ ] British [ ] Gypsy or Irish Traveller [ ] Prefer not to say***Mixed/Multiple Ethnic Groups***[ ] White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ] Prefer not to say[ ] Any other mixed background. Please state: Enter text***Asian/Asian British***[ ] Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say[ ] Any other Asian background. Please state: Enter text***Black/African/Caribbean/Black British***[ ] African [ ] Caribbean [ ] Prefer not to say[ ] Any other Black/African/Caribbean background. Please state: Enter text ***Other ethnic group***[ ] Arab [ ] Prefer not to say[ ] Any other ethnic group. Please state: Enter text |

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| **Do you consider yourself to have a disability or health condition?**[ ] Yes [ ] No [ ] Prefer not to sayWhat is the effect or impact of your disability or health condition on your ability to give your best at work? Please write here: Enter textThe information in this form is for monitoring purposes only. If you believe you need a ‘reasonable judgement’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |

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| **What is your sexual orientation?**[ ] Heterosexual [ ]  Gay [ ] Lesbian [ ]  Bisexual [ ]  Prefer not to sayIf you use your own term, please specify here: Enter text |

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| **What is your religion or belief?**[ ] No religion or belief [ ] Buddhist [ ] Christian [ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh[ ] Prefer not to say [ ] If other religion or belief, please write here Enter text |

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| **What is your current working pattern?**[ ] Full-time [ ] Part-time [ ] Prefer not to say  |

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| **What is your flexible working arrangement?**[ ] None [ ]  Flexi-time [ ] Staggered hours [ ] Term-time hours [ ] Annualised hours [ ] Job-share [ ] Flexible shifts [ ] Compressed hours [ ] Homeworking [ ] Prefer not to say [ ] Other Enter text  |

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| **Do you have any caring responsibilities?**[ ] None [ ] Primary carer of a child/children (under 18) [ ] Primary carer of disabled child/children [ ] Primary carer of disabled adult (over 18) [ ] Primary carer of older person [ ] Secondary carer (another person carries out the main caring role) [ ] Prefer not to say  |