



## SWIFt OPAL Job Description

**Job Title:** SWIFt Project Worker

**Accountable to:** OPAL CEO

**Hours of work:** 21 hrs per week over 3 days  
(preferably Monday, Tuesday and Friday)

**Rate of pay:** £19199.68 full time (pro rate for part time).  
This post has confirmed funding until end September 2021

### **Main aim of the post:**

The initiative behind the project is to create a more personalised service for the most frail and isolated older people in LS16 and LS17 and encourage joined up working between agencies.

The post holder will support older and frail individuals to improve their quality of life and increase their social and support networks. Key to the role will be the ability to build trusting relationships quickly whilst motivating individuals to make sustained changes, working sensitively and overcoming barriers to access.

The SWIFt Project Worker will build and develop relationships with a wide range of services and activities, in order to address social and health care needs, signposting and offering support to individuals to participate and benefit from community based activity.

### **Main Duties and Responsibilities**

#### 1. Work with individuals and groups:

- To complete holistic assessments of need for those referred to the service within agreed timeframes.
- To make referrals and signpost to specialist support quickly where necessary.
- To process referrals, deal with general queries and contribute to the overall smooth running of the service.
- To work with a caseload of individuals giving personalised support and encouraging their participation in social and support networks.
- To develop collaborative support plans with individuals which promote choice.

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**Registered Charity : 1131792**

**Company Number: 06961204 England and Wales**

- To identify any barriers to people accessing services and activities and work with individuals to overcome these.
- To use a range of techniques and interventions to support people, including those with long term conditions and mental health issues, to self-manage their health and encourage behavioural and lifestyle change.
- To monitor and record outcomes of all those accessing the service through the use of recognised assessment tools and outcome measures.

## 2. Development work:

- Network productively with local people, community groups and other agencies.
- Identify and set up productive partnerships, and formalise partnerships with local people, community groups and other agencies that may have an impact on health and wellbeing, and support individuals to access these.
- To work closely with stakeholders, reviewing pathways in conjunction with the Manager to ensure that provision is of a consistently high quality.
- To gather and collate statistical and other information and data as required, to report on activity and outcomes and ensure effective qualitative and quantitative monitoring and evaluation of the service.
- To ensure that client records and other information systems are completed accurately and within agreed timescales.
- To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
- To adhere to organisational policies and procedures relating to risk and personal safety.
- To represent the organisation in a knowledgeable and professional manner at all times.
- To maintain appropriate professional boundaries at all times.

## 3. Internal Liaison

- Take part in internal meetings as required.
- Take part in one-to-one meetings and appraisal sessions with OPAL's CEO.
- To identify own training and development needs in conjunction with OPAL's CEO and participate in training opportunities as directed.
- Contribute to effective team working within OPAL
- Provide holiday and sickness cover for essential OPAL tasks.

## 4. Administration:

- With the other OPAL staff provide a cover for the drop in, use the phone for incoming and outgoing messages and information and carry out general day to day administration.

## 5. Policies

- Work with existing policies including health and safety, equal opportunities, safeguarding and any others in place.

**Carry out any other tasks commensurate with responsibilities of the post.**

## **Person Specification SWIFt Project Worker**

OPAL aim to provide high quality services adhering to principles of best practice, promoting equal opportunities and working positively with diversity. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation.

### **Knowledge & Skills**

<b>Essential:</b>	<b>Desirable:</b>
Excellent verbal communication skills with the ability to communicate effectively at all levels	Knowledge of the range of community groups and services which support wellbeing in older people in Leeds
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	Knowledge of a range of interventions which support behavioural change e.g. Motivational Interviewing
Good interpersonal skills including listening and displaying empathy	
Creative, flexible and imaginative approach to working with people with diverse support needs	
Understanding of the issues, needs of and barriers older people face to accessing services and how to overcome them	
Ability to support and motivate people to make sustained changes in their lives	
Ability to reflect on and share practice with peers	

Have access and willingness to use a car, together with being in possession of a full current driving license and business insurance	
Knowledge of Safeguarding	

## Experience

<b>Essential:</b>	<b>Desirable</b>
Experience of multi-agency working and signposting to appropriate support	Experience of using recognised assessment tools
Demonstrable experience of effective planning and organisational skills to deliver targets to deadlines	Experience of advocacy
Experience of working with older people with diverse health and social care needs	Experience of working with older people who are socially isolated and/or frail
Experience of assessing the practical, social and emotional needs of older people and assisting them to access appropriate support	

## Approach

<b>Essential:</b>
Demonstrate understanding and commitment to equal opportunities and diversity
Demonstrate commitment to combatting disadvantage and inequality in health provision
Demonstrate a commitment to enabling and empowering clients to become actively involved in the organisation
Able to build and maintain relationships whilst maintaining appropriate professional boundaries
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload