



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Recovery Worker
<b>NJC Scale Point:</b>	NJC Pt 9-19 (£20,903 - £25,481), depending on experience
<b>Hours:</b>	37.5 hours per week and such additional hours as are required by the business from time to time.  Usual working hours are between 9am- 5pm with a requirement to work flexibly with some weekend and evening work subject to the requirements of the service, the business and operational management.
<b>Annual Leave:</b>	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
<b>Location:</b>	Bristol, GP surgeries and any other location reasonably requested by the organisation. [The role will require a significant amount of travel across the Bristol region and the use of a car and willingness to use it for the purposes of this role is an essential requirement]
<b>Pension:</b>	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
<b>Accountable to:</b>	Team Leader or Senior Practitioner
<b>Accountable for:</b>	None

### **Principle Purpose of the Job**

Reporting to the Team leader or Senior Practitioner within DHI's Bristol drug and alcohol services, the Recovery Worker will manage a caseload of service users. They will deliver a range of evidence based psychosocial interventions as well as help broker a package of holistic support to help build resilience and improve people's ability to achieve recovery and live independently

## **Key Duties and Responsibilities**

### ***Operational***

- To conduct comprehensive bio-psychosocial and clinical needs assessments enabling service users to reflect on, and identify issues central to their eventual recovery i.e. drug and alcohol use, emotional wellbeing, finances, legal, housing, social functioning etc.
- To work with people to formulate support plans based on their strengths, needs and aspirations and oversee the brokerage of effective packages of support connecting clients with social networks, statutory agencies, community partners and the wider treatment services, that enrich support and maximise their ability to achieve recovery and independence.
- To oversee and support the regular review of service users' progress towards recovery against clearly identified treatment goals.
- To promote and facilitate an asset based, recovery orientated model that is responsive to the diverse needs and presentations of service users.
- To plan and deliver a full range of safe, effective and evidence based psychosocial interventions, both 1:1 and group based which are clearly linked to motivating and supporting onward progression and treatment completion.
- To ensure that service users maintain regular health checks, including Blood Borne Virus and tuberculosis screening where required.
- To support the delivery of aftercare and meaningful occupation opportunities in order to sustain positive change
- To promote visible recovery and support the integration of Peers within the range of the services being provided
- To fully inform service users about their recovery/treatment options, involve them in decisions and consent, and encourage them to take opportunities to achieve a sustained recovery.
- To work collaboratively and proactively with other members of staff, volunteers and mentors to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals and positive outcomes for each individual service user.

### ***Personal Performance***

- To work collaboratively, creatively and flexibly with other members of staff, volunteers and mentors to ensure that services are fully coordinated and are working collectively towards the achievement of goals and positive outcomes for each individual client.
- To work alongside and provide support and supervision to students, volunteers and peers as required.

- To be responsible for performance management at an individual level through: self-management; delivery of goals and tasks set; delivery of contractual requirements, targets and outcomes; and reporting progress.
- To maintain up to date knowledge of evidence based best practice and actively engage in opportunities for learning and development at an individual and team level.
- To contribute to the continuous improvement of quality and performance of the service
- Any other duties in line with the above as required by the team leader and/or service manager

### ***Monitoring & Administration***

Via effective line management, to be overall accountable and responsible for the timely and accurate provision of monitoring and reporting in line with agreed KPIs.

To ensure that effective systems and information governance arrangements are in place and adhered to

To oversee and contribute to the preparation and presentation of clear verbal and written reports, analysis and audits as requested by DHI's CEO and Executive Team.

To attend meetings on behalf of the organisation and to feedback key information in a timely manner to DHI's CEO and Executive Team

To lead, guide and oversee the development and implementation of effective and flexible systems and structures that are responsive to need.

### **Organisational Responsibilities**

1. At all times adhere to DHI policies and procedures, with specific reference to:
  - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
  - Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
  - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
  - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.

- Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
  - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
  - Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract requirements, relevant legislation, good practice, with specific reference to: The DoH Drug Misuse and Dependence – Guidelines on Clinical Management; Ethical Framework for Good Practice NTA, NICE.
  3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
  4. To perform as part of the Corporate Services and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
  5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

**PERSON SPECIFICATION**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY (Application, Interview, exercise, other)
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a boundaried but creative way with adults within the area of substance misuse</li> <li>• Experience of facilitating group work and solution-focused 1:1 sessions with clients</li> <li>• Experience of mentoring Volunteers and Peers to enhance service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in health or social care</li> <li>• Experience of using motivational interviewing and brief solution focussed techniques</li> </ul>	Application
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of harm reduction around alcohol, recreational drugs and opiates</li> <li>• Knowledge of community based services and experience of effective signposting for clients</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to plan, prioritise and manage a varied caseload, which includes assessments, risk screens, support plans &amp; aftercare plans</li> <li>• Ability to work on own initiative as well as part of a team, which includes both Peers and Volunteers</li> </ul>		

	<ul style="list-style-type: none"> <li>• Collaborative, with the ability to develop good working relationships with partner agencies to ensure smooth transitions &amp; pathways for clients</li> <li>• Confident in providing telephone-based and online digital client support</li> <li>• A 'Can do' attitude within the team and the organisation that promotes creativity, collaboration and positive change</li> <li>• Confident IT skills including experience of case management systems, MS Office &amp; Outlook</li> <li>• A willingness to work flexibly, including some weekend and evening work</li> </ul>		
<b>Values and behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to see and take advantage of (strategic) opportunities whilst balancing risk and innovation</li> <li>• Flexible, proactive and responsive to change.</li> <li>• Works in a way that aims to maximise the potential of others in their role.</li> <li>• Commitment to equal opportunities and anti-discriminatory policy and practice.</li> </ul>		
<b>Other information</b>	<ul style="list-style-type: none"> <li>• Driving Licence with access to vehicle and willingness to use it for work travel.</li> </ul>		