



Developing Health & Independence

JOB DESCRIPTION	
Job Title:	Community Recovery Service Senior Practitioner
NJC Scale Point:	NJC Pt 20-22 £25,295 - £26,317 depending on experience, pro rata for part time roles
Hours:	15 hours per week and such additional hours as are required by the business from time to time Standard hours will be 9-5 but with a requirement to work evenings and weekends subject to operational requirements
Annual Leave:	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
Location:	Central Bristol 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.
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	Community Recovery Service Team Leader (Central)
Accountable for:	Recovery Workers, Apprentices, Peer & Volunteers

Principle Purpose of the Job

Working within DHI's Bristol Community Recovery Service, the Senior Practitioner will be responsible for supervising and supporting Recovery Workers in the delivery of holistic support packages and a range of psychosocial interventions to service users across the whole of Bristol. The role will also manage a reduced caseload of more complex service users.

Key Duties and Responsibilities

To conduct and oversee comprehensive bio-psychosocial needs assessments enabling service users to reflect on, and identify issues central to achieving recovery i.e. drug and alcohol use, emotional wellbeing, finances, legal, housing, social functioning etc.

To assist service users to formulate recovery plans based on their identified needs and aspirations, brokering packages of support within ROADS and the wider community to support and enhance their recovery.

To oversee and support the regular review of service users' progress towards recovery against clearly identified treatment goals.

To deliver evidence based interventions including groups and one to ones for service users appropriate to the different stages of their recovery journey approaches which are clearly linked to motivating and supporting onward progression and treatment completion.

To case manage a small, more complex caseload and providing cover where there is short term absence.

To promote and facilitate an asset based, recovery orientated model that is responsive to the diverse needs and presentations of service users.

To ensure that service users maintain regular health checks, including Blood Borne Virus and tuberculosis screening.

To work closely with partners to ensure and integrated Substance Misuse Liaison and Community Recovery Service that puts service users' needs at its heart

To support and promote peer involvement within the service

Staff Management

To supervise allocated recovery workers, peers, volunteers and student social workers .

To work in conjunction with the CRS recovery Team Leader to manage any performance or conduct issues in line with DHI policies and procedures

To contribute to the development of the locality based Team through training, induction, performance review and appraisal, coaching, motivational techniques, team building and appropriate delegation.

Monitoring & Administration

To record all documentation and case-notes to a high standard and within required time frames.

To ensure the Recovery Workers comply with organisational and contractual data collection procedures and reporting requirements.

To ensure data completeness in relation to key performance targets so that monitoring and reporting is completed on time and to the required quality standards.

To ensure the Recovery Workers carry out all necessary administration in relation to casework tasks and to take responsibility for monitoring and auditing this according to all DHI service evaluation requirements.

To support the Recovery Workers' work relating to Child Protection and Adult Safeguarding.

To collaboratively develop, implement and support effective and flexible systems and structures that are responsive to the needs of service users with different levels of risk, complexity and strengths.

To support delivery of a fully integrated recovery-oriented treatment system by ensuring appropriate information sharing and collaborative working between Teams to affect safe, seamless and successful treatment journeys for users.

Organisational Responsibilities

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.
1. 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.
 2. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
 3. To perform as part of the Bristol and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
 4. 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.

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Community Recovery Service Senior Practitioner

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY (Application, Interview, exercise, other)
Experience	<ul style="list-style-type: none"> • Experience of using motivational interviewing and brief solution focussed techniques • Experience of providing group work and 1:1s • Experience of working in the substance misuse field, with good knowledge of harm reduction in its broadest sense. • Experience of partnership working and the ability to develop good working relationships with partnership agencies to the benefit of clients 	<ul style="list-style-type: none"> • Experience of supervising staff members, students, volunteers or peer mentors 	Application, Interview
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office packages • Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding • A commitment to and an understanding of the principles of person centred support planning in the client treatment journey 	<ul style="list-style-type: none"> • Qualification in health or social care 	Application, Interview
Skills	<ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a multi-disciplinary team 		Application, Interview

	<ul style="list-style-type: none"> • The ability to build relationship within the team whilst in a leadership role, maintaining professional boundaries • Excellent communication and report writing skills • A flexible approach to working hours in alignment with the Working Time Regulations 	<ul style="list-style-type: none"> • Confidence in exercising own judgement 	
Values and behaviours	<ul style="list-style-type: none"> • Ability to support service users in appropriate risk taking to support change • Is resilient with a positive approach to the role • Self-motivated, flexible, with versatility and confident about leading the team • Role models and promotes self-improvement • Encourages increased responsibility within teams 		Interview
Other information	<ul style="list-style-type: none"> • Driving Licence with access to vehicle and willingness to use it for work travel. 		Interview