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| JOB DESCRIPTION |
| **Job Title:** | Treatment Worker |
| **NJC Scale Point:** | NJC Pt 9 – NJC Pt 19 (£20,903 - £25,481), depending on experience, pro rata for part time roles. |
| Hours: | 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. |
| **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:** | A DHI office in Bath, or any other location your employer may reasonably decide. |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Treatment Team Leader |
| **Accountable for:** | Volunteers as required |

#### Principle Purpose of the Job

The post holder will work within the Treatment Team as part of the B&NES Drug and Alcohol Service. The post holder will manage a caseload of people accessing the services, supporting individuals to make positive changes in relation to their drug and alcohol use as well as their wider health and social needs. The post holder will also contribute to the delivery of Alcohol Liaison Service based at the Royal United Hospital.

#### Key Duties and Responsibilities

**Operational Duties**

* To work with people to devise a support plans based on strengths, needs and aspirations, overseeing the brokerage of effective packages of support that connect clients with social networks, local agencies and the wider treatment services, in order to maximise their ability to achieve recovery and independence.
* To review service users’ progress towards achieving their stated goals.
* To plan and deliver a full range of safe, effective and evidence based psychosocial interventions, both 1:1 and group based.
* To ensure any barriers including housing needs are identified and addressed working collaboratively with DHI’s housing services or external organisations e.g. CAB.
* To contribute to the delivery of the Drug and Alcohol Liaison Service based at the Royal United Hospital; assessing and supporting patients admitted with a drug and/or alcohol related admission and to facilitate a smooth transition from inpatient to community services as appropriate
* Support the criminal justice pathways, including assessment (including for suitability of community orders), urine and saliva testing and liaison with offender management in order to progress treatment.
* To proactively re-engage clients who have dropped out of service or who are at risk of dropping out.
* To work flexibly to provide adequate cover for all aspects of the service as required by the organisation.

**Monitoring & Administration**

* To comply with data collection procedures and reporting to ensure effective recording of performance monitoring, outcomes and service user information

* To carry out all necessary administration in relation to casework tasks including monitoring, and participate in DHI service evaluation audits.

* Prepare and present clear verbal / written reports as required.

#### 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 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.
* 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.
* Participate in the organisational planning processes and contribute to the establishment of DHI’s business plan.
* To attend and participating in regular meetings, appropriate training courses and in skills sharing sessions.
* 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**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** |  | Experience of working with socially excluded individuals, in particular those with drug or alcohol issues | **Application, Interview** |
| **Knowledge**  | * Excellent level of IT literacy in MS Office products and case management systems.

  | * An understanding of the practical issues and barriers clients face including housing debt and employment
* Experience of working with socially excluded individuals.

solution-focused and strengths-based approaches to supporting people. | **Application, Interview** |
| **Skills** | * Ability to build strong relationships and work respectfully and creatively within DHI boundaries and processes.
* The ability to both work independently and collaborate with others as part of a team.
* The ability to work within a target driven and closely monitored framework to ensure client information and outcomes are accurately monitored and recorded and to cope with the basic routine processes involved.
* Good communication skills and the ability to network to the benefit of clients independence.
 |  | **Application, Interview** |
| **Values and behaviours** | * Belief in the capacity of individuals to change
* Shows positivity, enthusiasm, optimism and resilience in the face of setbacks.
* Works in a way that aims to maximise the potential of others in their role.
* Commitment to equal opportunities and anti-discriminatory policy and practice.
 |  | **Application, Interview** |
| **Other information** | * Driving Licence with access to vehicle and willingness to use it for work travel.
* A willingness to work flexibly including some evening and weekend work.
 |  | **Application, Interview** |