



Developing Health & Independence

JOB DESCRIPTION	
Job Title:	UWE Drug and Alcohol Practitioner
NJC Scale Point:	NJC Pt 20-22 (£25,295 - £26,317) depending on experience, pro rata for part time roles
Hours:	<p>37.5 hours per week (one full time equivalent) and such additional hours as are required by the business from time to time.</p> <p>The hours will mostly be worked during normal office hours with two regular evening shifts and occasional weekend event cover required.</p> <p>Flexible working may be available subject to the requirements of the service, the business and operational management.</p>
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:	University of the West of England and any other location reasonably requested by the organisation. [The role will require travel between university sites 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:	Engagement Team Leader
Accountable for:	Volunteers & peers

Principle Purpose of the Job

Working alongside the University of the West of England's Wellbeing team, the aim of the role is to improve awareness and reduce harms associated with substance use, and support students experiencing problematic drugs and/or alcohol use. The UWE Senior Drug and Alcohol Practitioner will work with a range of partner agencies to best support the needs of the students as well as identifying a fuller picture of how substance use is affecting students at the University of the West of England.

Key Duties and Responsibilities

Co-ordinate professional and self-referrals to the service and manage a complex caseload of students.

To provide one-to-one psychosocial interventions to students with problematic substance use, including comprehensive assessments, recovery planning and signposting to relevant support.

Work across all three UWE campuses, ensuring the service is easily accessible to all students. Ensure the service is promoted to new students and throughout the year through a range of mediums including via websites and social media.

To develop and deliver appropriate, psychologically informed groups, including substance specific programmes (such as our already established and successful 'Up in Smoke' (cannabis) and 'End of the Line' (cocaine) programmes) and mutual-aid peer support groups.

To support the delivery of safe, effective and evidence based specialist interventions through close collaborative working with GPs, partner organisation staff and other health and social care professionals

Develop and deliver drug and alcohol awareness professional training to UWE staff and students.

To contribute to service and policy development within the Wellbeing Service and represent DHI at University-wide and external meetings to ensure the service is integrated into the wider student offer.

To record all documentation and case-notes to a high standard and within required time frames utilising both DHU and UWE monitoring systems.

To maintain monitoring systems for the UWE service to ensure that key performance targets are met and all monitoring and reporting is completed on time and to the required quality standards

Facilitate drop-in clinics aimed at more ambivalent students who wish to find out more about the service or their substance of choice.

Disseminate harm reduction information through leaflets, posters, online tools such as screen savers, and outreach work alongside the 'Late Night do it Right' team.

Run targeted awareness stalls and campaigns such as 'Dry January', 'Alcohol Awareness Week', 'Stoptober', 'Fresher's Fayre', etc.

Develop mechanisms for student feedback and evaluation to ensure the ongoing development of the service, in order to meet the needs of service users and keep up with changing drug trends.

Personal Performance

To perform as part of the DHI team, attending and participating in regular team meetings, attend appropriate training courses and participate in skills sharing sessions within the team.

To work within, and contribute positively to, an appropriate culture of established values and expectations embracing and implementing change.

To work collaboratively, creatively and flexibly, to empower, challenge and change service users.

To work flexibly to provide adequate cover for all aspects of the service.

To work alongside and provide support and supervision to 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 actively engage in opportunities for learning and development at an individual and team level.

To comply with operational management systems of supervision, objectives, appraisal and induction.

To develop competencies to effectively deliver a range of psychosocial and other interventions required undertaking training matched to the role as required.

To maintain up to date knowledge of evidence based best practice related to the role.

To contribute to the continuous improvement of quality and performance in the delivery of the team's work.

Any other duties in line with the above as required by the Team Leader.

Monitoring & Administration

To comply with organisational and contractual data collection procedures and reporting requirements.

To contribute to the achievement of all key performance targets and reporting requirements via the completion of records and data inputting on time and to the required quality standards.

To carry out all necessary administration in relation to casework tasks.

To adhere to DHI's risk assessment, Child Protection and Adult Safeguarding procedures when required.

To collaborate in the development, implementation and support for 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

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, student 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 South Gloucestershire 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.

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UWE Senior Drug and Alcohol Practitioner

PERSON SPECIFICATION

Essential Skills

Understanding of harm reduction principles and practice in the substance use field

Significant experience of managing a client caseload, care planning, delivering evidence based psychosocial interventions and providing group work

Significant experience of undertaking holistic assessments, include risk assessments

Experience of working with a wide range of stakeholders to meet the needs of service users

Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding

Confidence in exercising own judgement and working autonomously

Ability to monitor and evaluate work, including data input and producing project reports

Experience of providing professional advice and training to a range of practitioners

A willingness to work flexibly, including some evening work

Commitment to equal opportunities and anti discriminatory policy and practice

Demonstrates a model of self-care and wellbeing to support healthy work/life balance

Desirable Skills

An understanding of the challenges affecting students and young people

Experience of working with students

Experience of working in Young People's drug and alcohol services

Professional Qualification in health and/or social care