



JOB DESCRIPTION & Person Specification	
Job Title:	Drug and Alcohol Recovery Worker
NJC Scale Point:	NJC Pt 20 – NJC Pt 26, depending on experience, pro rata for part time roles.
Hours:	22.5 hours per week (0.6 full time equivalent) and such additional hours as are required by the business from time to time. The hours will usually be worked Wednesday 9:00-17:00, Thursday 12:00-20:00 and Friday 9:00-17:00. Flexible working may be available 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:	The Midsomer Norton Hub and any other location reasonably requested by the organisation. [The role will require a significant amount of travel across the [Insert Location if applicable] 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:	Midsomer Norton Coordinator
Accountable for:	Volunteers as required

Principle Purpose of the Job

The post holder will be part of the MSN Hub team which is part of the B&NES Drug and Alcohol Service. The purpose of the role is to work with people accessing the service for harm reduction and recovery support for drug and alcohol use.

Key Duties and Responsibilities

Operational Duties

1. Contribute to the operation of the single point of entry; completing triage and comprehensive assessment.
2. Deliver harm reduction interventions including needle exchange, Naloxone distribution and dry blood spot testing.
3. Deliver 1:1 sessions to agree aims and objectives, plan the way forward and facilitate positive change.
4. Develop and maximise service users' personal strengths, social networks and recovery capital at every stage of recovery.
5. Make use of evidence based interventions such as Motivational Interviewing, Brief Solution Focused Therapy and Relapse Prevention.
6. Plan and deliver group based interventions.
7. Manage a mixed caseload of clients, ensuring a high quality of service is received by all.
8. Working collaboratively with the Specialist Drug and Alcohol Service and other stakeholders to ensure the needs of the client are met.
9. Proactively re-engage clients who have dropped out of service or who are at risk of dropping out.
10. To maintain high standards of administration and documentation.
11. To fully engage with and take responsibility for performance management at an individual level through; participation in supervision, working towards mutually agreed goals and targets and continuous professional and personal development.
12. Actively engage in opportunities for learning and growth.
13. To work flexibly to provide adequate cover for all aspects of the service as required by the organisation.

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 General Data Protection Regulations (GDPR) 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 B&NES m 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.

Developing Health & Independence

Drug and Alcohol Recovery Worker

PERSON SPECIFICATION

Essential Skills

- Builds strong Relationships and works respectfully and creatively within DHI boundaries and processes.
- A commitment to positive change, solution focused and strengths based approaches to supporting people
- Identifies innovative ideas and solutions
- Facilitates maximum independence for the client, supporting clients in risk taking to achieve change.
- Demonstrates desire and ability to learn and develop
- Shows positivity, enthusiasm, optimism and resilience in the face of setbacks.
- Works independently and collaborates with others
- Skilled and adaptable communicator
- Excellent level of IT literacy in MS Office products and case management systems

Desirable Skills

- Experience of working in drug and alcohol treatment or related services
- Experience of planning and delivering group based interventions
- Experience of managing a client caseload, support planning and delivering evidence based psychosocial interventions
- Knowledge and commitment to Adult Safeguarding and Child Protection principles and procedures and their implications for practice
- Sound knowledge of harm reduction in the broadest sense