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| JOB DESCRIPTION | |
| **Job Title:** | Drug and Alcohol Worker |
| **NJC Scale Point:** | SCP 9 -19 depending on experience, pro rata for part time roles |
| Hours: | 22.5 hours per week and such additional hours as are required by the business from time to time.  Usual office hours are between 9am- 5pm with a requirement to work flexibly to provide client services (usually 9-8pm). The post will require some weekend and/or 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:** | Warmley, South Gloucestershire and any other location reasonably requested by the organisation.  A use of a car and willingness to use it for the purposes of this role, including the provision of business insurance is an essential requirement. |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Senior Practitioner |

#### Principle Purpose of the Job

Working within the Primary Care team alongside GPs as part of shared care model, workers will manage a caseload of clients.

Primary Care Workers provide holistic support and regular key working for opiate clients who require access to opiate substitution prescribing.

Primary Care Workers also provide brief structured interventions for non-opiate users (including alcohol and benzodiazepines).

#### Key Duties and Responsibilities

1. To carry out bio-psychosocial needs assessments and risk assessments enabling service users to reflect on their needs, and identify barriers to their eventual recovery
2. 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 e.g. local agencies
3. To support the delivery of safe, effective and evidence based clinical and/or specialist interventions (e.g. methadone) through close collaborative working with GPs, partner organisation staff and other health and social care professionals
4. To support and work jointly with GPs within a specific locality to deliver a comprehensive prescribing and detoxification service to users
5. To deliver one-to-one and group support using evidence-based techniques such as Motivational Interviewing and Solution-Focused Brief Therapy to a caseload of clients to support them in addressing their problematic use of a range of substances
6. To ensure that service users maintain regular health checks, including Blood Borne Virus screening where required
7. To liaise with the National Probation Service and Community Rehabilitation Company as required, for service users subject to drug or alcohol treatment orders
8. To work in close collaboration with partners internally and externally to support, motivate and maintain the engagement of service users through all stages of their recovery journey
9. To promote and support the delivery of a range of flexible activities within the service that will effectively engage/re-engage and retain service users, prevent dropout and maximise successful treatment completions
10. To be responsible for providing Needle and Syringe Provision, the supply of naloxone and harm reduction information and advice

**Monitoring & Administration**

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

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.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | * Experience of working collaboratively with a wide range of stakeholders to meet the needs of service users | * Experience of working within GP practices or another healthcare setting |  |
| **Knowledge** | * An understanding of harm reduction principles and of the importance of harm reduction interventions in the substance misuse field * Knowledge of best practice and commitment to Adult and Child Safeguarding principles and procedures * Ability to work independently and as part of a team | * Knowledge of opiate substitution prescribing |  |
| **Skills** | * Ability to build strong relationships and work respectfully and creatively within DHI boundaries and processes * Resilient and solution-focused when working with people expressing high levels of emotion * Excellent level of IT literacy in Word, Excel and databases |  |  |
| **Values and behaviours** | * Flexible, proactive and responsive to change. * Shows a Understanding of the DHI 4 Values |  |  |
| **Other information** | * Driving Licence with access to vehicle and willingness to use it for work travel. |  |  |