

Job Description and Person Specification

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| Job Title | Peer Co-ordinator Integrated Non-Custodial Service Mental Health Treatment Requirement/ CRIMINAL JUSTICE TEAM |
| Salary | £30,000 Per Annum Pro Rata Salaries are reviewed annually to see if they should be increased. |
| Annual Leave | 26 days per year and bank holidays and statutory holidays. (Pro rata). 1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year. |
| Pension | Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free. |
| Benefits | |
| <ul style="list-style-type: none"> • Hybrid working, to work at home for part of your working week, and a DHI work laptop and mobile phone. • Life Assurance Cover. • Mileage allowance of 45p per mile for using your own car for work journeys. • Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories. • Deals and discounts from DHI's membership of charityworkerdiscounts.com. • Access to a confidential 24-hour helpline to support you through life's challenges. • Training to help you to do your job well, and a friendly and a supportive workplace with a track record for promoting high performing staff. | |
| Hours of Work | 7.50 hours per week and additional hours as required from time to time. Usual working hours are 9am to 5pm with occasional evenings and weekends. |
| Place of Work | Bristol with travel across DHI sites including Bath and South Glos DHI's Hybrid Working Policy means you can choose to work at home for part of your working week (to be agreed with your line manager to meet service need). |
| Travel for Work | Required to travel across relevant Bristol, BANES and South Glos sites as appropriate and must be willing and legally able to drive and have use of a car that is insured for business use. |
| Accountabilities | Accountable to: Team Leader Accountable for: Volunteer Peers |
| Purpose | <ul style="list-style-type: none"> • Promote social inclusion and independence. • To recruit, train and support peers with a view to participating in the development of a network of recovery communities within and outside of treatment. |

Responsibilities

Person Centred Service Delivery

- Provide a welcoming reception, offering information, advice and guidance to support an individual to access the right service (DHI, DHI on-line or other).
- Ensure that peers work in a way which enables clients to access a wide range of support, so they may exit the service as early as possible and sustain positive change.
- Ensure that peers take a person-centred approach, where assessments and Support Plans are tailored for and driven by the client, recognising their resources, strengths, aspirations and needs. Assessments and plans look beyond the presenting 'problem' and support clients to progress toward goals and aspirations using all available resources (e.g. clients' support network, online help, DHI and external agencies, clubs, activities and services).
- Recruit and support participants to access the Peer Academy, co-producing and regularly reviewing personal development plans to optimise successful completion.
- Support peers to work alongside practitioners to deliver interventions including telephone or buddying services and group work.
- Support peers towards further positive progressions including education, training, volunteering and employment.
- Support progression to so that Peers are able to work in placements beyond drug and alcohol services.
- Monitor and document the progress of individual clients, maintaining accurate, up-to-date, and confidential records that provide essential data.
- Identify, address, advocate, and escalate issues with clients as appropriate.
- Leading on peer recruitment, training and development for the MHTR team
- Supporting clients with Mental Health and Wellbeing through an effective Peer mentor team
- Supporting with the development of the MHTR service

People and Performance

- Participate fully in regular supervision, team meetings, appraisals and learning and development activities.
- Contribute to a positive, collaborative, and person-centred culture and model DHI values in your behaviours.

Compliance

- Understand and adhere to all DHI's policies and procedures as well as good practice guidelines, legal and regulatory requirements.

Other

- This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
- The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.

Skills, Knowledge, Experience, and Behaviours

The most important quality to succeed in this role will be your positive attitude, resilience, and enthusiasm for the work of DHI and your team.

Essential Criteria:

Lived experience of the Criminal Justice System, Mental Health services or Drug & Alcohol Services.

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It is also **essential** that you can demonstrate:

Behaviours

- Belief in and willingness to model DHI values in behaviours, as described in the Behaviour Framework (attached).

Skills and Qualifications

- Good communication skills, written and verbal.
- Ability to plan, prioritise, and organise your own work and time.
- Good basic level of IT literacy (proficient in Word, sending emails and able to input data into systems following training).

Other

- Able and willing to travel around the geographical area covered by the service.

Desirable Criteria:

It is **desirable** that you can demonstrate:

Experience

- Working in a service sector e.g. health, social care, welfare benefits, teaching, armed forces, criminal justice etc.
- Undertaking assessments and producing support plans within a health or social care setting.

Skills and Qualifications

- Brief solution focussed counselling, motivational interviewing or coaching skills or qualification.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview.