



Developing Health & Independence

JOB DESCRIPTION	
Job Title:	Recovery Worker
NJC Scale Point:	NJC Pt 9-19 (£20,344 - £24,799), depending on experience
Hours:	<p>37.5 hours per week and such additional hours as are required by the business from time to time.</p> <p>The hours will usually be worked during normal office hours with some evenings on a rota basis.</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:	North, central or south Bristol locality, GP surgeries and any other location reasonably requested by the organisation. [The role will require a significant amount of travel across the Bristol 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:	Team Leader or Senior Practitioner

Principle Purpose of the Job

Working within the DHI's Bristol Community Recovery Service, the aim of the role is to work collaboratively with GP's, partners and other community and healthcare professionals and to broker tailored treatment and support packages which deliver both bio-psychosocial and clinical services.

Recovery Workers will manage a mixed caseload of service users who use a range of substances including alcohol, prescribed and non-prescribed opiates, non-opiates, stimulants, performance enhancing drugs, cannabis and novel psychoactive substances, as well as working with service users involved in the criminal justice system; this includes those who problematically use alcohol and/or opiates and require detoxification and/or substitute prescribing and those who have complex presentations due to mental or physical health need).

Key Duties and Responsibilities

Operational Duties

1. Deliver 1:1 sessions to agree aims and objectives, plan the way forward and facilitate positive change.
2. Develop and maximise service users' personal strengths, social networks and recovery capital at every stage of recovery.
3. Make use of evidence based interventions such as Motivational Interviewing, Brief Solution Focused Therapy and Relapse Prevention.
4. Plan and deliver group based interventions.
5. Manage a caseload of clients, ensuring a high quality of service is received by all.
6. Working collaboratively with the Specialist Drug and Alcohol Service and other stakeholders to ensure the needs of the client are met.
7. Proactively re-engage clients who have dropped out of service or who are at risk of dropping out.
8. To maintain high standards of administration and documentation.
9. 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.
10. Actively engage in opportunities for learning and growth.
11. To work flexibly to provide adequate cover for all aspects of the service as required by the organisation.

Monitoring and Administration

1. To record all documentation and case-notes to a high standard and within required time frames.
2. To ensure data completeness in relation to key performance targets so that monitoring and reporting is completed on time and to the required quality standards.

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 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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Recovery Worker

PERSON SPECIFICATION

Essential Skills:

Experience of working in a boundaried but creative way with adults within the area of substance misuse

Experience of facilitating group work and solution-focused 1:1 sessions with clients

Good working knowledge of harm reduction around alcohol, recreational drugs and opiates

Knowledge of community based services and experience of effective signposting for clients

Ability to plan, prioritise and manage a varied caseload, which includes assessments, risk screens, support plans & aftercare plans

Ability to work on own initiative as well as part of a team, which includes both Peers and Volunteers

Experience of mentoring Volunteers and Peers to enhance service delivery.

Collaborative, with the ability to develop good working relationships with partner agencies to ensure smooth transitions & pathways for clients

Confident in providing effective, telephone-based client support

A 'Can do' attitude within the team and the organisation that promotes creativity, collaboration and positive change

A current valid UK driving licence and access to own transport, with business insurance.

Confident IT skills including experience of case management systems, MS Office & Outlook

A willingness to work flexibly, including some weekend and evening work

A commitment to equal opportunities, anti-discriminatory policy and practice

Desirable Skills:

Qualifications in health or social care

Experience of using motivational interviewing and brief solution focussed techniques