

**Developing Health & Independence**

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| JOB DESCRIPTION |
| **Job Title:** |  Residential Rehab Liaison Worker |
| **NJC Scale Point:** | NJC Pt 9-19 (£20,903 - £25,481), depending on experience, pro rata for part time roles |
| Hours: | 37.5 hours per week and such additional hours as are required by the business from time to timeThe hours will usually be worked during normal office hours with some evenings and weekends subject to the requirements of the service |
| **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:** | Bristol area (North, Central and South localities) 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:** |  Senior Specialist Intervention Worker |
| **Accountable for:** |  |

#### Principle Purpose of the Job

Working within the DHI’s Bristol Community Recovery Service, the post holder will be responsible for carrying a caseload of complex clients and facilitating access to residential rehabilitation

The post holder will work collaboratively with the Senior Specialist Intervention Worker to facilitate successful funding applications for residential rehabilitation for ROADS clients, attend muti-agency meetings to discuss appropriate detox, residential treatment and aftercare packages.

#### Key Duties and Responsibilities

***Operational***

To manage a caseload of more complex service users.

To deliver interventions to service users with mild to moderate mental health needs in the ROADS systemas part of a service user’s recovery planassisting them to make changes in their substance using behavior and to improve their mental health.

To conduct comprehensive bio-psychosocial needs assessments enabling service users to reflect on, and identify issues central to their eventual recovery i.e. drug and alcohol use, emotional wellbeing, finances, legal, housing, social functioning etc.

To co create a support plan with the service user and carry out regular reviews of service users’ progress towards recovery against clearly identified treatment goals.

To facilitate access to residential rehabilitation by contributing to the case co-ordination of service users on this pathway, taking a lead on the assessment and administration of the rehab process e.g. working with the allocation panel and providing all necessary documentation for decision making and ensuring that aftercare plans are in place with the service users Recovery Worker.

To promote and facilitate an asset based, recovery orientated model that is responsive to the diverse needs and presentations of service users.

To work with other partners and agencies to support the needs of clients maximising their opportunity to achieve their recovery goals

To support and promote ‘visible recovery’ within the service including a focus on appropriate planned exits from service at all stages of the recovery pathway.

***Monitoring & Administration***

To record all documentation and case-notes to a high standard and within required time frames.

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

To carry out all necessary administration in relation to casework tasks and to take responsibility for quality checking this according to all DHI service evaluation requirements.

#### Organisational Responsibilities

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, 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.
1. 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.
2. Participate in the organisational planning processes and contribute to the establishment of DHI’s business plan.
3. To perform as part of the Bristol and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
4. 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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 **Residential Rehab Liaison Worker**

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | Experience of working with clients with drug and alcohol issues/ complex needsExperience of identifying needs and translating them into practical solutionsExperience of delivering support to service users with a range of needs Experience of partnership working and the ability to develop good working relationships with partnership agencies | **Experience of working in drug and alcohol services**Relevant qualifications in health or social careExperience of using motivational interviewing and brief solution focussed techniquesExperience of providing 1:1s |  |
| **Knowledge**  | Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding |  |  |
| **Skills** | Excellent communication and report writing skillsAbility to work on own initiative as well as part of a teamGood working knowledge of Microsoft Office packages |  |  |
| **Values and behaviours** | * Ability to see and take advantage of opportunities whilst balancing risk and innovation
* Flexible, proactive resilient, and responsive to change.
* Works in a way that aims to maximise the potential of others in their role.
* Commitment to equal opportunities and anti-discriminatory policy and practice.
* A flexible approach to working hours in alignment with the Working Time Regulations
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| **Other information** |  | Driving Licence with access to vehicle and willingness to use it for work travel. |  |

**Essential Skills**