



Developing Health & Independence

JOB DESCRIPTION	
Job Title:	Residential Treatment Liaison Worker
NJC Scale Point:	NJC Pt 20-22 depending on experience, pro rata for part time roles
Hours:	<p>18.75 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:	Bath
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	Treatment Team Leader
Accountable for:	

Principle Purpose of the Job

Working within the B&NES Drug and Alcohol Treatment Service, the aim of the role is to maximise the impact of the residential treatment pathway.

The post holder will provide expert advice that will facilitate good quality referrals and enable service users to make informed choices about the support they access, manage a small number of more complex clients and oversee the administration of the residential treatment pathway.

Key Duties and Responsibilities

Operational

To lead the organisation and administration of the residential (Tier 4) treatment pathway in B&NES.

To educate and upskill the treatment service workforce to maximise the impact of the residential treatment budget and improve outcomes for service users.

Work closely with the allocation panel to ensure the residential treatment budget is used as effectively as possible.

Ensure service users receiving residential treatment have robust aftercare plans in place prior to admission.

To act as a liaison between the community drug treatment services and residential treatment providers.

Support service users at admission, review and completion of residential treatment.

To manage a reduced caseload of more complex service users.

To provide quarterly reports to the Service Manager that demonstrate the effectiveness of the pathway and monitor expenditure.

To work alongside the data analyst to provide an intelligence lead approach that improves outcomes for clients.

Provide updates to the allocation panel on service users in residential treatment.

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 ensure data completeness in relation to key performance targets so that monitoring and reporting is completed on time and to the required quality standards.

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.

To collaboratively develop, implement and support effective and flexible systems and structures that are responsive to the needs of service users with different levels of risk, complexity and strengths.

To support delivery of a fully integrated recovery-oriented treatment system by ensuring appropriate information sharing and collaborative working between Teams to affect safe, seamless and successful treatment journeys for users.

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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Specialist Interventions Worker

PERSON SPECIFICATION

Essential Skills

Significant experience of working in the substance misuse field

Ability to build strong relationships and work respectfully and creatively within organisational boundaries and processes.

Skilled and adaptable communicator

High level of organisational and administrative skills

Ability to produce and present excellent reports to monitor, measure and evaluate

Excellent knowledge and understanding around the delivery of recovery focussed interventions and those specifically aimed at complex needs clients

Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding

Works independently and collaborates with others

Shows positivity, enthusiasm, optimism and resilience in the face of setbacks.

Excellent level of IT literacy in MS Office products and case management systems

A current UK driving licence with access to own transport

Desirable Skills:

Relevant qualifications in health or social care