



| JOB DESCRIPTION | |
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| Job Title: | Substance Misuse Worker |
| NJC Scale Point: | NJC Pt 9-19, 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 time. The hours will usually be worked Monday to Friday 9:00am to 5:00pm Flexible working may be available 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: | BANES Area and any other location reasonably requested by the organisation. |
| Pension: | Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee). |
| Accountable to: | Project 28 Team Leader |
| Accountable for: | Volunteers as required |

Principle Purpose of the Job

The post holder will work flexibly providing a range of engagement and treatment services as part of the Project 28 team. They are responsible for the provision of information and advice to young people and young people's services across BANES on a range of substance misuse and other related issues. They are responsible for the delivery of outreach, engagement assessments and care planning, key working and group work. The post holder will work flexibly to maximise harm reduction as well as support the recovery of young people working with families and carers, children and young people's services and other drug treatment and community agencies to achieve this.

Key Duties and Responsibilities

1. Deliver one to one sessions with individuals' using evidence based techniques such as Cognitive Behaviour Therapy and Motivational Interviewing and using delivery tools, particularly ITEP
2. To identify the needs of and make contact with hard to reach groups of young people, including city centre areas and rural communities in BANES.
3. Regularly review (at least every 6 weeks) Recovery Plans, Risk Assessments/management plans and complete YPOR's

4. To be responsible for the provision of accurate information and advice on a range of issues including harm reduction, substance use, sexual health and services available on a one to one and group basis
5. To engage, build and sustain positive relationships with young people referring them to other services if appropriate.
6. Effective liaison with a range of agencies and in particular the 'team around the child' to promote (successful outcomes) an integrated recovery oriented service to clients to maximise recovery
7. To record all documentation and case-notes to a high standard and within required time frames.
8. Delivery of group work and 1-2-1 sessions to help young people make and sustain changes along their treatment journey using recognised theoretical models.
9. To work collaboratively and proactively with other members of staff, volunteers and mentors to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals and positive outcomes for each individual client.
10. Work proactively to re-engage any individuals at risk of disengagement
11. To work collaboratively, creatively and flexibly, to empower, challenge and change service users.
12. To work flexibly to provide adequate cover for all aspects of the service.
13. To work alongside and provide support and supervision to volunteers as required.
14. To be responsible for performance management at an individual level through: self-management; delivery of goals and tasks set; delivery of contractual requirements, targets and outcomes; and reporting progress.
15. To maintain up to date knowledge of evidence based best practice related to the role
16. To actively engage in opportunities for learning and development at an individual and team level.
17. To comply with operational management systems of supervision, objectives, appraisal and induction.
18. To raise any child protection concerns with Service manager and liaise with Children's Social Care.
19. Any other duties in line with the above as required by the Senior Worker/Deputy/Service Manager

Monitoring and Administration

- 1 To comply with data collection procedures and reporting to ensure effective recording of performance monitoring, outcomes and service user information

2 To carry out all necessary administration in relation to casework task including monitoring, and participate in DHI service evaluation audits.

3 Prepare and present clear verbal / written reports as required.

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 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 BANES 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.

Developing Health & Independence

Motiv8 Substance Misuse Worker

PERSON SPECIFICATION

Essential Skills

Experience of working within the area of substance misuse

Understanding of harm reduction principles and practice in the substance use field, and experience of delivering harm reduction interventions

Experience of delivering one to one interventions using evidence based psychosocial interventions and group work

Experience of partnership working and ability to develop good working relationships with partner agencies

Ability to monitor and evaluate work

Knowledge and commitment to Adult and Child Safeguarding principles and procedures

Self-motivation, flexibility and versatility and be confident about exercising your own judgement in situations.

Ability to work on own initiative as well as part of a multi-disciplinary team

Experience of working with a wide range of stakeholders to meet the needs of service users

An understanding of national treatment targets and the ability to work within a target driven environment and meet them

Excellent level of IT literacy in Word, Excel and databases

Excellent communication skills (written and verbal)

Desirable Skills

Qualification in health or social care