



JOB DESCRIPTION	
Job Title:	Treatment Worker
NJC Scale Point:	NJC Pt 9 – NJC Pt 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 time. Usual working hours are between 9am- 5pm with a requirement to work flexibly with some weekend and evening work 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:	The Beehive Treatment Centre in Bath, occasionally the Royal United Hospital 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:	Treatment Team Leader
Accountable for:	Volunteers as required

Principle Purpose of the Job

The post holder will work within the Treatment Team as part of the B&NES Drug and Alcohol Service. The post holder will manage a caseload of people accessing the services, supporting individuals to make positive changes in relation to their drug and alcohol use as well as their wider health and social needs. The post holder will also contribute to the delivery of Alcohol Liaison Service based at the Royal United Hospital.

Key Duties and Responsibilities

Operational Duties

- To promote and facilitate a strengths-based, client-centred model that is responsive to the diverse needs and presentations of people accessing the service.
- To work with people to formulate support plans based on their strengths, needs and aspirations, overseeing the brokerage of effective packages of support connecting

clients with social networks, local agencies and the wider treatment services, in order to maximise their ability to achieve recovery and independence

- To oversee and support the regular review of service users' progress towards achieving their stated goals
- To plan and deliver a full range of safe, effective and evidence based psychosocial interventions, both 1:1 and group based
- To ensure any housing needs are identified and addressed working collaboratively with DHIs housing services.
- To contribute to the delivery of the Drug and Alcohol Liaison Service based at the Royal United Hospital; assessing and supporting patients admitted with a drug and/or alcohol related admission and to facilitate a smooth transition from inpatient to community services as appropriate
- Support the criminal justice pathways, including assessment (including for suitability of community orders), urine saliva testing, and liaison with offender management in order to progress treatment
- To support the delivery of aftercare and meaningful occupation opportunities in order to sustain positive change
- To promote visible recovery and support the integration of Peers within the range of the services being provided
- To proactively re-engage clients who have dropped out of service or who are at risk of dropping out.
- To work flexibly to provide adequate cover for all aspects of the service as required by the organisation.

Monitoring & 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 tasks 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 Corporate Services 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.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY (Application, Interview, exercise, other)
Experience	<ul style="list-style-type: none"> • Experience of working with socially excluded individuals. 		Application, Interview
Knowledge	<ul style="list-style-type: none"> • An understanding of the principles of person centred support planning in the client treatment journey. • Excellent level of IT literacy in MS Office products and case management systems. • A commitment to creating positive change through solution-focused and strengths-based approaches to supporting people. • Evidence of the ability to promote and embrace peer involvement in service delivery. • An understanding of the practical issues and barriers clients face including housing debt and employment. 		Application, Interview
Skills	<ul style="list-style-type: none"> • Ability to build strong relationships and work respectfully and creatively within DHI boundaries and processes. • The ability to both work independently and collaborate with others as part of a team. • The ability to work within a target driven and closely monitored framework to ensure client information and 		Application, Interview

	<p>outcomes are accurately monitored and recorded and to cope with the basic routine processes involved.</p> <ul style="list-style-type: none"> • Shows positivity, enthusiasm, optimism and resilience in the face of setbacks. • The ability to work with local community organisations to the benefit of clients, enriching their support and maximising their ability to achieve recovery and independence. • 		
Values and behaviours	<ul style="list-style-type: none"> • Ability to see and take advantage of (strategic) opportunities whilst balancing risk and innovation • Flexible, proactive 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. 		Application, Interview
Other information	<ul style="list-style-type: none"> • Driving Licence with access to vehicle and willingness to use it for work travel. • A willingness to work flexibly including some evening and weekend work. 		Application, Interview