



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Young Adults Transitions Worker
<b>NJC Scale Point:</b>	NJC Pt. 9-19 (£20,903-25,481), depending on experience, pro rata for part time roles.
<b>Hours:</b>	<p>37.5 hours per week full time equivalent) and such additional hours as are required by the business from time to time.</p> <p>The hours will usually be worked Monday to Friday 9am to 5pm with occasional late (7pm) and weekend shifts required (Saturday morning). The post holder will split their time evenly between the Young People's Service and the Adult's Service.</p> <p>Flexible working may be available subject to the requirements of the service, the business and operational management.</p>
<b>Annual Leave:</b>	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
<b>Location:</b>	Bath and any other location reasonably requested by the organisation. The post holder will work flexibly across the Young People's and Adults drug treatment services in B&NES.
<b>Pension:</b>	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
<b>Accountable to:</b>	Team Leader
<b>Accountable for:</b>	Peers and Volunteers as required.

### **Principle Purpose of the Job**

Reporting to the Team Leader the post holder is responsible for The post holder will work with young adults aged 18-25 who have been engaging with the young people's service or who are new to treatment and support them to exit the service successfully or to transition into adult services, depending on individual needs.

This role is line managed within the young person's service but is a shared resource between the DHI young people's and Adults drug services in B&NES.

The objective of the role is to work with young people in the setting most appropriate for their needs, either to divert from, or transition to, adult drug treatment services. The post holder will provide a person centred service including excellent assessment and support planning, brokerage and signposting and one to one and group based interventions.

### **Key Duties and Responsibilities**

1. Work across the Adult and Young People's drug and alcohol treatment services with clients aged 17.5 to 25 years old, supporting them in a person centred and holistic way.
2. To attend regular referral meetings at Project 28, collaborate with the young people's substance misuse workers to identify clients approaching young adulthood and to begin working with them at 17.5 years old to plan a smooth transition of clients from YP to adult services.
3. To work with young adults from 17.5 years old – either to prevent them requiring further treatment upon turning 18 OR to transition them into adult services depending on need and in line with DHI's YP Transitional Pathway
4. Contribute to the delivery of outreach to engage 17.5-25 year olds who are involved, or at risk of being involved, in the use of drugs and alcohol
5. Meet with Young People at a range of venues across B&NES in order to maximise engagement with the service and overcome barriers to access venues of their choosing
6. Develop and maximise service users' personal strengths, social networks and resilience at every stage of their engagement with services.
7. Deliver evidence-based psychosocial interventions such as Motivational Interviewing, Brief Solution Focused Therapy and Relapse Prevention
8. Deliver interventions to enable clients to actively make use of their community's resources
9. Work collaboratively with a range of professionals to facilitate a coordinated multi-agency approach to supporting young people with complex needs.
10. Represent DHI at key forums where the issues relate to the client group.
11. To maintain up to date knowledge of evidence based best practice related to the role.

**Monitoring & Administration –**

Via effective line management, to be overall accountable and responsible for the timely and accurate provision of monitoring and reporting.

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

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

Prepare and present clear verbal / written reports as required.

**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.

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.

Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.

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.

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)
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people aged 17 – 25 and an awareness of the approaches and interventions most effective with this group.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing a client caseload, support planning and delivering evidence based psychosocial interventions</li> <li>Experience of planning and delivering group based interventions</li> <li>Experience in engaging hard to reach young people into treatment.</li> </ul>	Application and interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of solution focused and strengths based approaches to supporting young people.</li> </ul>	<ul style="list-style-type: none"> <li>Sound knowledge of harm reduction in the broadest sense</li> <li>Knowledge and commitment to Adult Safeguarding and Child Protection principles and procedures and their implications for practice.</li> </ul>	Application, interview and presentation
<b>Skills</b>	<ul style="list-style-type: none"> <li>. Excellent IT and communication skills and an experienced and competent user of MS Office &amp; case management systems</li> </ul>		Interview and presentation

	<ul style="list-style-type: none"> <li>• Able to work independently as well as in collaboration with others</li> <li>• Confidence to build strong working relationships and work creatively within DHI boundaries and processes.</li> <li>• Able to facilitate maximum independence for clients, to achieve change.</li> </ul>		
<b>Values and behaviours</b>	<ul style="list-style-type: none"> <li>• Flexible, proactive and responsive to change.</li> <li>• Works in a way that aims to maximise the potential of others in their role.</li> <li>• Shows positivity, enthusiasm, optimism and resilience.</li> <li>• Commitment to equal opportunities and anti-discriminatory policy and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work independently and collaborate with others</li> <li>• Demonstrates the desire and ability to learn and develop</li> </ul>	Interview and application
<b>Other information</b>	<ul style="list-style-type: none"> <li>• Driving Licence with access to vehicle and willingness to use it for work travel.</li> </ul>		Interview and application