

**Developing Health & Independence**

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| JOB DESCRIPTION | |
| **Job Title:** | Community Recovery Service Senior Practitioner |
| **NJC Scale Point:** | NJC Pt 20-22 £25,295 - £26,317 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 during normal office hours with some evenings on a rota basis  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:** | Central Bristol 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:** | Community Recovery Service Team Leader (Central) |
| **Accountable for:** | Recovery Workers, Apprentices, Peer & Volunteers |

#### Principle Purpose of the Job

Working within DHI’s Bristol Community Recovery Service, the role will offer a range of threshold substance misuse treatments with the aim of reducing dependency and promoting recovery. The postholder will work collaboratively with GPs, specialist staff and other healthcare professionals whilst managing a reduced caseload of more complex service users. The Senior Practitioner will also be responsible for supervising and supporting Recovery Workers and Apprentices in the delivery of treatment, support packages and group provision to larger caseloads of service users across the whole of Bristol.

The post holder will play an instrumental role in connecting the three city wide Recovery Hubs, thus integrating the teams and creating learning and development opportunities. They will support the Team Leaders in overseeing effective delivery of the service and play a key role in training and supervising the wider teams. The focus will be on flexibility, responsiveness to changes in staffing and needs within the Community Recovery Service. The post holder will be confident in delivering one to ones and facilitating groups, possibly at short notice.

#### Key Duties and Responsibilities

***Operational***

To contribute to the delivery of a comprehensive group work programme for service users at different stages of their recovery journey using evidenced based and best practice approaches which are clearly linked to motivating and supporting onward progression and treatment completion.

To support the delivery of safe, effective and evidence based clinical and/or specialist interventions through close collaborative working with GPs, partner organisation staff and other health and social care professionals.

To case manage a small, more complex caseload in addition to line managing/clinically supervising their team and providing cover where there is short term absence.

To support and work collaboratively with GPs and partner organisations within a specific locality to deliver a comprehensive prescribing and detoxification service to users.

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

To conduct and oversee 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 assist service users to formulate recovery plans based on their identified needs, by offering clients a range of support options that will support and enhance their recovery (including appropriate support within the treatment system and within the wider community).

To oversee and support the regular review of service users’ progress towards recovery against clearly identified treatment goals.

To ensure that service users maintain regular health checks, including Blood Borne Virus and tuberculosis screening.

To work closely with partners to ensure and integrated Substance Misuse Liaison and Community Recovery Service that puts service users’ needs at its heart

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.

To broker and oversee the brokerage of effective packages of support that meet the varying needs of clients at different stages in their recovery journey.

***Staff Management***

To manage and coordinate efficient and effective deployment of Recovery Workers within a particular locality including peers, volunteers and student social workers to provide adequate cover and a highly accessible treatment system for the whole of Bristol.

To ensure effective line management and supervision of Recovery Workers, apprentices, peers and volunteers according to DHI policies and procedures and systems.

To contribute to the development of the locality based Team through performance review and appraisal, coaching, motivational techniques, team building and appropriate delegation.

To ensure that risk management procedures (including Child Protection and Adult Safeguarding protocols) are consistently followed and that team members are fully informed of the requirements of these procedures.

To work collaboratively and proactively with other Teams, volunteers and peers to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals and positive outcomes for each individual.

***Monitoring & Administration***

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

To ensure the Recovery Workers 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 ensure the Recovery Workers carry out all necessary administration in relation to casework tasks and to take responsibility for monitoring and auditing this according to all DHI service evaluation requirements.

To support the Recovery Workers’ work relating to Child Protection and Adult Safeguarding.

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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**Community Recovery Service Senior Practitioner**

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | * Experience of using motivational interviewing and brief solution focussed techniques * Experience of providing group work and 1:1s * Significant experience of working in the substance misuse field, with good knowledge of harm reduction in its broadest sense. * Experience of partnership working and the ability to develop good working relationships with partnership agencies | * Experience of supervising staff members, students, volunteers or peer mentors | Application, Interview |
| **Knowledge** | * Good working knowledge of NDTMS reporting requirements and Microsoft Office packages * Excellent knowledge and understanding around the delivery of recovery focussed interventions * Excellent knowledge and understanding of best practice around Child Protection and Adult Safeguarding | * Qualification in health or social care | Application, Interview |
| **Skills** | * Ability to work on own initiative as well as part of a multi-disciplinary team * Excellent communication and report writing skills * A flexible approach to working hours in alignment with the Working Time Regulations | * Confidence in exercising own judgement * The ability to build relationships within the team whilst in a leadership role, maintaining professional boundaries | Application, Interview |
| **Values and behaviours** | * Ability to support service users in appropriate risk taking to support change * Is resilient with a positive approach to the role * Self-motivated, flexible, with versatility and confident about leading the team * Role models and promotes self-improvement * Encourages increased responsibility within teams |  | Interview |
| **Other information** | * Driving Licence with access to vehicle and willingness to use it for work travel. |  | Interview |