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| JOB DESCRIPTION | |
| **Job Title:** | Homeless Intensive Treatment Team (HITT) Team Leader (Fixed Term March 2024) |
| **NJC Scale Point:** | NJC Spinal Point 23 - 29 |
| Hours: | 8am – 4pm and such additional hours as are required by the business from time to time.  There will be a need to be flexible and early mornings may be required from time to time. |
| **Annual Leave:** | 26 days plus statutory and bank holidays. |
| **Location:** | Bath and North East Somerset 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:** | Deputy Service Manager |
| **Accountable for:** | Intensive treatment workers  In-reach workers  Senior Worker |

#### Principle Purpose of the Job

Working within DHI’s Bath & North East Somerset Integrated Drug and Alcohol service, the aim of the role is to provide leadership and line management for the Homeless Intensive Treatment Team (HITT). The team is embedded in the community treatment service, with a specific outreach and engagement remit to work dynamically and creatively with Rough sleepers, and those at risk of homelessness, to deliver drug and alcohol treatment. The team leader will be responsible for the line management of the Senior Worker, Intensive treatment and In-reach workers.

#### Key Duties and Responsibilities

* To develop and co-ordinate the new Homeless Intensive Treatment Team (HITT) to build an integrated, dynamic and effective service to support those rough sleeping or at risk of homelessness.
* To work in close collaboration with partners internally and externally, to develop effective pathways, approaches and interventions to support, motivate and maintain the engagement of service users through all stages of their recovery journey.
* Support the team to work with compassion, making use of evidence-based techniques such as Motivational Interviewing and Solution-Focused Brief Therapy.
* Ensure harm reduction advice & interventions for service users including needle and syringe programmes, naloxone and BBV testing are embedded within the team.
* To represent DHI at external meetings as required.
* Work with a wide range of partners to support the development of local strategies and responses to rough sleeping and drug and alcohol treatment services.
* Provide line management to a team of Intensive Treatment workers and In-Reach workers.
* Identify barriers which make it difficult for individuals to access services and find solutions to overcome them.
* Use monitoring and reporting to support the impact and effectiveness of the team.

**Staff Management**

To be overall responsible and accountable for the safe, efficient and effective management & deployment of staff within the Rough Sleeping Intensive Treatment Team ensuring full and adequate cover.

To effectively lead, motivate and line manage staff in their delivery of respective roles and responsibilities according to DHI policies and procedures.

To recruit and develop staff through pro-active and robust performance review and appraisal, induction, training, coaching, motivational techniques, team building and appropriate delegation.

Through regular review and 121/supervision to ensure robust performance monitoring and management to measure individual and individual team performance in line with strategic objectives, team targets and performance appraisal plans

**Monitoring & Administration**

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

To ensure that effective systems and information governance arrangements are in place and adhered to

To oversee and contribute to the preparation and presentation of clear verbal and written reports, analysis and audits as requested by DHI’s CEO and Executive Team.

To attend meetings on behalf of the organisation and to feedback key information in a timely manner to DHI’s CEO and Executive Team

To lead, guide and oversee the development and implementation of effective and flexible systems and structures that are responsive to need.

#### 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.

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 Corporate Services 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.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | * Experience of supervising staff members, students, volunteers or peer mentors. * Experience of working in the substance misuse field including delivering evidence-based 1:1 interventions and/or facilitating group work. * Experience of effective partnership working at a management level and of building relationships to the benefit of service users. * Experience of supporting people to achieve independence and facilitate change in their life. | * Experience or working with people who are or have been street homeless or housing vulnerability. |  |
| **Knowledge** | * Awareness and understanding of the needs of people who experience problematic substance use and mental health issues. * An understanding of the practical issues and barriers clients face including housing debt and employment. * Knowledge and commitment to Adult Safeguarding principles and procedures. | * An understanding of the principles of person centred support planning in the client treatment journey. * A sound understanding of mental health issues and dual diagnosis. |  |
| **Skills** | * Proven ability to engage with clients who are considered complex by other agencies and may have been multiply excluded. * Excellent time management skills, with the ability to work independently and collaborate effectively with others. * Excellent organisational skills, including managing and prioritising workload |  |  |
| **Values**  N.B. These values should be evident throughout, however, here are behaviours demonstrable of each core value, of particular relevance to this post. | * SELF-DIRECTION - Leads and coaches the team to generate well-thought-out ideas and solutions; listens to staff, challenges their thinking in a constructive way; is open and encouraging * STIMULATION - Encourages balanced, informed and evaluated innovation and risk-taking * ZEST FOR LIFE – Role models energy, enthusiasm and positivity for the team | * Flexible, proactive and responsive to change. |  |
| **Other information** | * Driving Licence with access to vehicle and willingness to use it for work travel. * Commitment to equal opportunities and anti-discriminatory policy and practice. |  |  |