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| **JOB DESCRIPTION** |
| **Job Title:** | Young Adults Substance Misuse Worker |
| **NJC Scale Point:** | NJC Scale Pt. 18 (£27,344) per annum |
| **Hours:** | 37.5 hours per week and such additional hours as are required by the organisation from time to timeThe hours will usually be worked Monday to Friday 9am to 5pm 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:** | The post holder will work flexibly across the Young People’s and Adults drug treatment services in Bristol |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Team Leader |
| **Accountable for:** |  Peers and Volunteers as required. |

# Principle Purpose of the Job

The ROADS Young Person’s Transition Service (YPTS) supports young people 18-25 to transition from young people’s services to adult services. The priority is to engage vulnerable young people in developing a personalized person centered Recovery Plan either towards exit from treatment, inclusion within ROADS (Adult Services) or mainstream services.

The role will work with young people in the setting most appropriate to their needs within the community, creating better pathways and referral mechanisms alongside excellent assessment and support planning, brokerage and signposting through one to one interventions.

# Key Duties and Responsibilities

1. Work across the Adult and Young People’s drug and alcohol treatment services with clients aged 18 to 25 years old, supporting them in a person centered and holistic way.
2. To carry out a robust assessment updating any information and support plans on the ROADS Case Management system, holding a caseload of up to 15 complex clients ensuring all safeguarding risks are managed and communicated to all stakeholders effectively and supported by the ROADS safeguarding Lead and DHI Team Leader.
3. The Young Adults treatment journey is managed by the worker from assessment through to referral on to further support at the end of treatment. Clients are offered weekly face-to-face appointments and these are available as home visits or at the office, depending on personal circumstances.
4. To attend regular referral meetings with other services.
5. Contribute to the delivery of outreach to engage 18-25 year olds who are involved, or at risk of being involved, in the use of drugs and alcohol, focusing on contextual safeguarding issues employment and training.
6. Meet with Young Adults at a range of venues across Bristol to enable them to access appointments within the community and overcome barriers. Creating referral routes and pathways with other services.
7. Develop and maximize service users’ personal strengths, social networks and resilience at every stage of their engagement with services.
8. Deliver evidence-based psychosocial interventions such as Motivational Interviewing, Brief Solution Focused Therapy and Relapse Prevention alongside trauma informed practice
9. Deliver interventions to enable clients to actively make use of their community’s resources enabling them to overcome barriers at every point
10. Work collaboratively with a range of professionals to facilitate a coordinated multi- agency approach to supporting young people with complex needs.
11. Represent DHI YPTS at key forums where the issues relate to the client group.

# 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 & maintain up to date knowledge of evidence based best practice.

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 working with young people aged 18 – 25 and an awareness of the approaches and interventions most effective to engage with this group.
* Experience of managing a client caseload, support planning and delivering evidence based interventions
 | * Experience of planning and delivering group based interventions
 | Application and interview |
| **Knowledge** | * Sound knowledge of harm reduction in the broadest sense
* Knowledge and commitment to Adult Safeguarding and Child Protection principles and procedures and their implications for practice.
 | * Knowledge of solution focused and strengths based approaches to supporting young people**.**
 | Application, interview and presentation |
| **Skills** | * Excellent IT and communication skills and an experienced and competent user of MS Office & case management systems
 |  | Interview and presentation |

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|  | * Able to work independently as well as in collaboration with others
* Confidence to build strong working relationships and work creatively within DHI boundaries and processes.
* Able to facilitate maximum independence for clients, to achieve change.
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| **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** - Identifies helpful and innovative ideas and solutions to problems and challenges; enables and encourages others to identify their own solutions
* **STIMULATION** - Shows enthusiasm and positivity when working with colleagues, clients and stakeholders
* **ZEST FOR LIFE** – Shows resilience, remains positive, optimistic and calm in the face of feedback, risks and problems
 | * Demonstrates the desire and ability to learn and develop
 | Interview and application |
| **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.
 |  | Interview and application |