

Recovery and Wellbeing Practitioner's job description and Person specification

Job Description

Job title	Recovery and Wellbeing Officer
Hours	This post is part time, working 3 days a week (21 hours) on Wednesday, Thursday and Friday. Office hours are 9.00am to 5.00 pm, flexible time is available, core working hours are 10.00am to 4.00pm (you must be available for core hours).
Location	Office in Kingwood, you must be able to travel to Southmead Hospital, and other locations of a 15 miles radius.
Annual leave	28 annual leave pro rata
Accountable to	CEO
Accountable for	Clients and volunteers when needed
Salary	£22,000 - £25,000 pro rata

Purpose of the position of job

The post holder will work flexibly providing a range of engagement through telephone support, therapy and peer to peer support. The post holder is responsible for the provision of information and advice to clients of prescribed drug dependency of benzodiazepines and other similar drugs. They will be responsible for the delivery of the Therapy 300, which includes assessment, recovery plans, group work at Southmead Hospital and talking therapy by telephone through our telephone support service.

The post holder will work compliantly in supporting the recovery of their clients, working with their GP's, health practitioners, families, carers and other agencies to achieve the best outcome for their clients.

Key Duties and Responsibilities

1. To carry out triage assessment for new clients, and to follow up immediate risk/needs appropriately.
2. Deliver one to one session's with individuals using evidence-based techniques and following NICE guidelines of withdrawal of prescribed drugs of dependency.
3. To identify the needs of hard to reach individuals who have been through many different care programmes.
4. Regularly review (at least every 6 weeks) Recovery Plans, Risk Assessments /management plans and complete monthly reports.
5. To be responsible for the provision of accurate information and advice on a range of issues including harm reduction, substance use and services available on a one to one and group basis.
6. To manage a caseload, this may include service users with complex needs.

7. To provide one to one key working and care coordination with clients, ensuring that strength-based assessment and care and recovery planning is conducted on an individual basis according to the specific needs of the client.
8. To engage, build and sustain positive relationships with individuals to move them forward in their recovery and to provide pathways of other services if appropriate.
9. Effective liaison with a range of health professionals and the 'team around the individual' part of our comprehensive risk assessment and safe guarding.
10. To record all documentation and case-notes to a high standard and within required time frames.
11. Delivery of group work and 1-2-1 sessions to support people to make and sustain changes along their individual recovery plan using recognise theoretical models.
12. To work collaboratively and proactively with other members of staff, volunteers and mentors to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals and positive outcomes for each individual client.
13. Work proactively to re-engage any individuals at risk of detachment.
14. To empower, challenge and change clients damaging behaviours.
15. To work alongside and provide support and supervision to volunteers as required.
16. To be responsible for performance management at an individual level through: self-management; delivery of goals and tasks set; delivery of contractual requirements, targets and outcomes; and reporting progress.
17. To maintain up to date knowledge of evidence based best practice related to the role.
18. To actively engage in opportunities for learning and development at an individual and team level.
19. To comply with operational management systems of supervision, objectives, appraisal and induction

Any other duties in line with the above as required by your line Manager

Monitoring and Administration

- 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 reporting on a monthly basis.
- Prepare and present clear verbal presentations and written reports as required.

Organisational Responsibilities

Must adhere to Battle Against Tranquillisers policies and procedures, with specific reference to:

- Confidentiality: always, only releasing confidential information obtained during 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 BAT and other organisations are treated as individuals by following BAT's Equality and Diversity Policy.

- Health and Safety: to comply always with the requirements of the Health and Safety regulations and BAT's Health and Safety Policy and Procedures.
- Quality Assurance: to ensure all activities are managed in a way that supports BAT's Quality Assurance systems.
- Safeguarding; BAT is committed to safeguarding and promoting the welfare of vulnerable adults and young people and expects all staff and volunteers to share this commitment.
- Lone Working; to work in accordance with the BAT Lone Working policy and procedures.
- Always adhere to contract requirements, relevant legislation, good practice, with specific reference to: NICE Guidelines on long-term benzodiazepines or z-drugs. Following drug withdrawal gradually to minimize the risk of withdrawal effects.
- Participate in the organisational planning processes and contribute to the expansion of the organisation.
- To be part of a growing charity, attending and participating in regular meetings, appropriate training courses, skills sharing sessions and 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.

Disclosure Requirements

Enhanced DBS Disclosure every three years. Further requirement to disclose any convictions/ cautions or criminal investigations incurred at any time during your employment.

Skills & development requirement.

The post holder is expected to have or to be working towards the following qualification(s):

- Diploma Level 3 Health & Social Care with substance misuse units OR
- An appropriate professional qualification plus Diploma Level 3 Working with Substance Misuse Award.
- You are responsible for your Continuing Professional Development (CPD) by ensuring your management and treatment knowledge is kept up-to-date, e.g. through attending the training identified on your training plan and other learning events such as conferences etc.

Person specification

Job criteria	Essential	Desirable
Minimum of three years' experience of working with people with substance misuse problems	√	
Experience of working in a social prescribing service for people in withdrawal of prescribed drugs of dependency such as benzodiazepines or opiates	√	
Qualifications		
Diploma Level 3 in Health & Social Care or equivalent qualification; or willingness, ability and commitment to achieve qualification.	√	
Counselling qualification		√
Requirements		
Enhanced DBS Disclosure	√	
Knowledge, Skills and Abilities		
Able to assess the complex needs of drug users, identify risks and formulate action plans to identify how these can best be addressed.	√	
Able to effectively engage with clients about their drug use through good verbal communication whilst maintaining boundaries.	√	
A good understanding of safeguarding for both children and adults and the ability to apply safeguarding practices.	√	
Able to build and maintain positive and productive working relationships with both work colleagues and people from partner agencies.	√	
Good written communication skills with ability to write accurate concise case notes, treatment and recovery plans, letters and prepare reports (including use of relevant IT).	√	
Able to demonstrate respect for the diversity, culture, values and choices of clients and wider family and community. Able to promote equal opportunities and challenges discriminatory practice.	√	√