



## Job Description and Person Specification

<b>Job Title</b>	Recovery Support Worker
<b>Reporting to</b>	Recovery Manager
<b>Department</b>	209 Yardley Road
<b>PayScale</b>	£19,994.50 pro rata
<b>Hours</b>	37.5 hours per week

### JOB PURPOSE

Lindale Recovery is aimed at supporting service users who are entering into abstinence - based accommodation/recovery. The aim is to help support service users through different stages of their recovery: implementing new coping strategies and living skills to enable them to live independently.

You will manage a service user case load, ensuring end to end care co-ordination and care plans to meet the needs of the service user. To deliver a tailor-made support package for all service users within Lindale Recovery Homes.

You will liaise with other treatment providers and recovery-related organisations relevant to the service user needs such as; Drug and alcohol treatment providers, GP's, social services, mental health services, housing providers, probation, welfare benefit agencies and employment/volunteering agencies.

You will be based at a specific location but float between properties offering support both in 1-1 key working and group facilitation.

### RESPONSIBILITIES

1. To provide a high quality support service for vulnerable people who have drug, alcohol and multiple needs.
2. To organise support for people on an individual basis aiming to maximise independence, recovery capital and community integration.
3. To provide practical and emotional; recovery-related support to enable service users to sustain abstinence based recovery.
4. To minimise the risk of relapse through motivational and preventative work.
5. To ensure that individual needs assessments and support plans are developed and regularly reviewed in-conjunction with service user.
6. To ensure service user risk assessments are carried out and the risk assessment plans are developed in conjunction with the service user.

7. To liaise with other organisations, particularly drug and alcohol services, social services, GP's, volunteering and employment services, supported housing organisations such as midland heart and any other relevant providers, to ensure how service user needs can be best met.
8. To ensure that service user welfare benefits are being correctly paid to them and to help them to budget effectively.
9. Encourage service users to develop confidence and self-efficacy to make their own decisions with the support of the recovery networks built, which may involve calculated risks.
10. To work with service users to develop appropriate move- on options empowering service users to access these options and to support service users into structured aftercare.
11. To ensure the service user receives advice and support in developing life skills in relation to socialising, developing support networks, volunteering, training, education, employment, and leisure activities.
12. To accurately input service user data onto client data base in a timely manner ensure records are maintained to evidence compliance with service user specification and internal and external performance requirements.
13. To ensure compliance with Lindale Recovery policy and procedures.
14. To keep all necessary records as required.
15. To perform any other duties as deemed reasonable by the manager.
16. To assist and contribute to continually developing the service to meet the changing needs of the service user.
17. To keep up to date with issues nationally and ensure best is observed and adhered to.
18. To ensure all tasks are carried out in accordance with Lindale Recovery equal opportunities policy.

**This job description will be reviewed regularly as part of service delivery improvements in order to meet the needs of the service user and business.**

#### PERSON SPECIFICATION (ESSENTIAL ONLY)

##### ***Technical/Professional Skills, Expertise and Qualifications***

- Proven verbal and written communication skills with the ability to tailor the message to the audience.
- Adaptable and able to work in a challenging and changeable environment.
- Collaborative team working skills.
- Ability to deliver against agreed objectives and targets.
- Experience of liaising with other agencies.
- An understanding and commitment to equal opportunities.
- An understanding of the key components in planning and delivering a support service to a case load of clients.
- Willingness to be self-servicing and to be able to use technology in day-to-day work.
- Ability to work on own initiative and willing to work as a team.
- Able to listen and support people experiencing difficulties.
- Willing to work flexible hours, out of hours and on call.

- A commitment to engaging with, understanding and promoting Lindale Recovery values, vision and mission.
- An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.
- An understanding of the responsibility of your own health and wellbeing as well as those around you (e.g. colleagues and service users).
- An understanding of a commitment to treating all information acquired through the course of employment as confidential.
- An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.
- A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and oversee the learning of others.
- Proven track record of working within the sector of substance misuse.
- Vocational qualification e.g. L3 diploma health and social or working towards.
- Able to deliver a range of services/treatments/interventions in a person centred, non-judgemental manner.
- Able to demonstrate flexibility and creativity when developing support packages.
- Proven track record in managing incidents and diffusing volatile confrontations.
- An understanding of issues relating to vulnerable people.
- An understanding of issues relating to people with drug and alcohol misuse issues.
- Experience with working with vulnerable people
- An understanding of, and commitment to, ensuring the safeguarding and wellbeing of vulnerable adults and children.

**ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the above person and job description and understand that it is subject to review.

Print Name

Signature

Date