



## **A joint post within THOMAS between THOMAS BBO Project & INSPIRE Project Blackburn/Darwen**

**Title of Post:** Mentoring/Recovery Facilitator

**Salary:** £19000-£21323

**Based at:** Blackburn/Darwen

**Reports to:** Business Development Manager

**Responsible to:** Chief Executive

**Area of Operation:** Blackburn and Darwen

**Hours of Work:** 37.5 hours

**The Building Better Opportunities Project is funded for 15 Months.**

THOMAS - Registered Charity No: 1114489 - Registered Company No: 5577388

### **Key Tasks**

#### **Key Activities: BBO Project (jointly funded by Big Lottery Fund and European Social Fund, part of the Changing Futures project)**

- To develop and support a Mentoring Programme
- To recruit and assess potential mentors/volunteers
- To deliver training programmes to mentors/volunteers
- To build on the dynamic intelligence training modules
- To provide on-going individual support to mentors/volunteers
- To supervise mentors/mentees both individually and as a group
- To manage health & safety of mentoring/volunteers
- To attend and participate in steering groups, relevant meetings and give reports and presentations as required
- To work with a caseload and interact with electronic case management





- To contribute to recovery models and share ideas as part of an integrated recovery service
- To provide positive role model support to mentors/volunteers
- To ensure that all activities are suitably recorded in accordance with THOMAS policies, procedures and national guidelines
- To work with partnership organisations to develop and sustain effective treatment pathways
- To attend regular supervision and maintain a current knowledge of recovery interventions
- To work within the policies and procedures of THOMAS
- To work across sites in Blackburn

### **Key Tasks INSPIRE Project**

- To facilitate a range of therapeutic and educational groups within the INSPIRE Foundations of Recovery Programme.
- To deliver a variety of educational/recovery materials within a group dynamic
- To help establish, develop and maintain a service based recovery community with direct links into the wider community.
- To develop and maintain excellent working relationships with local partners including educational providers & community leaders and supporting them to deliver interventions to CGL's service users.
- Work closely with local and regional mutual aid and recovery groups.
- To assess clients, prepare individual recovery plans and motivate service users to actively engage with their treatment journey.
- To deliver effective community based recovery focused interventions to clients within core and shared care services.
- To support the delivery of CGL accredited learning programmes to treatment graduates and prospective mentors.





- To support the training, development and management of volunteers and mentors within FoR
- To ensure services are provided across a range of operational locations as designated by the contract.
- To ensure equality of service provision for both alcohol and drug misusing clients in line with Blackburn with Darwen's integrated prevention and treatment approach.
- To uphold all THOMAS & CGL policies and procedures and actively promote equality of opportunity in the course of your work.
- To maintain a safe and welcoming environment ensure health and safety standards are adhered to.
- To ensure regular consultation with service users.
- To contribute positively to relevant internal and external forums.
- To collaborate effectively with partner agencies and bring a proactive approach to partnership work.
- To identify learning and development needs of team members and to support them in achieving their learning requirements.
- To be developed through the THOMAS Dynamic Intelligence Coaching Programme, an ongoing programme of change and learning.
- To undertake any other duties as instructed by the line manager/s that will contribute to fulfilling the project aims.

The focus of all interventions for service users will be:

- To engage drug and alcohol users into treatment and mainstream services
- To reduce drug and alcohol related harm to the individual and wider community
- To promote healthier lives, wellbeing and active citizenship
- To promote and support individuals into both abstinence based and medically assisted forms of recovery,
- To support individuals into paid employment and/or relevant training, education or occupation
- To provide effective coaching identifying and encouraging areas of strength, skill and opportunity for each service user.





- To promote carer, service user and community involvement
- To contribute to the overall performance of the service to ensure that contractual output targets are achieved.
- To record and input client data and information in order that the service operates within contractual, administrative and financial requirements.

### **In addition for both posts the post holder will:**

- Seek to improve personal performance, contribute , knowledge and skills.
- Participate in appraisal, supervision and Learning & Development processes.
- Keep abreast of developments in services and legislation relevant to the client group.
- Ensure the implementation of the organisation's policies.
- Contribute to maintaining safe systems of work and a safe environment.
- Undertake other duties appropriate to the grade of the post.

### **Essential**

#### **Essential criteria:**

- ✓ Car Driver and access to own transport
- ✓ Considerable experience of working within substance misuse (including alcohol) services with a clear understanding of the need for and ability to deliver quality services.
- ✓ Excellent Knowledge and extensive experience of delivering process orientated, therapeutic group work from a recovery focussed and empowerment based ethos
- ✓ Knowledge of the Criminal Justice System.
- ✓ Extensive knowledge of the issues facing substance and alcohol misusers including social care, welfare benefits, health and emergency accommodation.





- ✓ Extensive knowledge of the recovery process and the contributing factors to treatment success and making long term sustained changes in drug and/or alcohol use, criminal behaviour and social functioning in the community
- ✓ Excellent knowledge of drugs and alcohol and their effects.
- ✓ An understanding of pro-social modelling and the ability to model wellbeing to service users.
- ✓ The ability to maintain professional boundaries and effective working within all Criminal Justice and Community agencies.
- ✓ Well developed leadership skills and the ability to work flexibly using one's own initiative.
- ✓ Experience of working positively in partnership with a range of statutory and voluntary agencies.
- ✓ Experience of assessing, treatment and recovery planning and reviewing service users' treatment.
- ✓ A commitment to diversity and equal opportunities.
- ✓ Commitment to the own personal and professional development.
- ✓ Ability to use information technology

**And the ability to:**

- ✓ Meet demanding targets and deadlines.
- ✓ Communicate confidently and effectively, verbally and in writing.
- ✓ Work as a member of a team.
- ✓ Employ an empathetic and non-judgemental attitude towards service users
- ✓ Show a capacity to work alone and the ability to keep calm under pressure.
- ✓ Respond flexibly to the demands of the post.
- ✓ Show commitment to facilitating positive outcomes for service users.





- ✓ Be adaptable and be able to work in a challenging and changeable environment.

**Desirable criteria:**

- ✓ A recognised qualification (or working towards a recognised qualification) in substance misuse.
- ✓ Qualification in adult learning PTTLs or equivalent
- ✓ Qualification in Counselling/Psychotherapy and/or Psychology
- ✓ Knowledge and Practice of Mindfulness based practices
- ✓ Knowledge of either Acceptance & Commitment Therapy and/or Dialectical Behaviour Therapy
- ✓ Experience of staff supervision.
- ✓ Knowledge of local services and geography.

**This post is subject to a DBS at an enhanced level and vetting by the local Police Force.**

**Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.**



## DANOS Standards Related to Job Role

<b>AA6</b>	Promote choice, well being and the protection of all individuals
<b>AA4</b>	Recording storing and communicating information is consistent with the requirements of legislation and organisation policy
<b>AA2</b>	Relate to, and interact with individuals
<b>AA3</b>	Support individuals to access and use services and facilities
<b>AA4</b>	Promote the equality, diversity, rights and responsibilities of individuals
<b>AB1</b>	Support individuals who are distressed
<b>AB3</b>	Contribute to the prevention and management of abusive and aggressive behaviour
<b>AB4</b>	Contribute to the protection of individuals from harm and abuse
<b>AB5</b>	Assess and act upon immediate risk of danger to substance users
<b>AB8</b>	Contribute to assessing and act upon risk of danger, harm and abuse
<b>AC1</b>	Reflect on and develop your practice
<b>AC2</b>	Make use of supervision
<b>AC3</b>	Contribute to the development of the knowledge and practice of others
<b>AD1</b>	Raise awareness about substances, their use and effects
<b>AD4</b>	Develop and disseminate information and advice about substance use, health and social well-being
<b>AG2</b>	Contribute to the development, provision and review of care programmes
<b>AG3</b>	Assist in the transfer of individuals between agencies and services
<b>A/1</b>	Counsel individuals about the process of change and its impact on the mind
<b>BD3</b>	Support the health and safety of yourself and individuals
<b>BE2</b>	Receive, analyse, process, use and store information

<b>BE4</b>	Supply information for management control
<b>BI5</b>	Promote effective communication for and about individuals
<b>BI1</b>	Develop productive working relationships
<b>BI6</b>	Develop and sustain effective working relationships with staff in other agencies
<b>BI7</b>	Participate in inter-disciplinary team working to support individuals

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I fully understand this job specification.

Print Name:

Signed

Date