



Title of Post: Recovery Facilitator

Service: Achieve Bolton Salford Trafford

Salary: £19,000.00 to £21,323

Based at: Trafford or Bolton

Reports to: Services Manager

Responsible to: Chief Executive

Hours of Work: 37.5 per week

Purpose of Job

Under the supervision of the THOMAS Services Manager you will take a lead role in the delivery of Abstinence Based Recovery Programme and social network of indigenous recovery. You will work closely with Community Educators, Recovery Coordinators, Health & Wellbeing roles, Recovery Champions, Volunteers, treatment graduates and mentors to ensure that all programmes are delivered with the aim of preventing the harm caused by substance misuse, education in relation to substance misuse and prevention and supporting Service Users through treatment either into Medically Assisted Recovery or sustained abstinence. You will feed into the THOMAS Dynamic Intelligence coaching programme that is part of the THOMAS METHOD Programme.

Key parts of the role will be to facilitate the emergence, development and sustenance of a recovery community within the service that links in closely with external recovery networks within Bolton, Salford and Trafford

The post holder will maintain high professional standards at all times, whilst ensuring measurable positive outcomes are achieved for the client group. You will support the service manager in the continual development and improvement of service delivery. You will develop and maintain excellent working relationships with partners both internally within the service and externally within a wider partnership.

The post-holder will be expected to take responsibility for personal development and participate in regular supervision and appraisal.

The Post holder will be working within Bolton Trafford and Salford Integrated Prevention and Recovery Service operating from both static sites and satellite and outreach services. The post holder will need to work generically across the community and internally within relevant teams as directed by their line manager.

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.

Key Tasks

- To support the THOMAS Services Manager in the implementation and delivery of community and residential recovery networks
- Facilitate a range of therapeutic and educational groups including 12 Step/'SMART groups and Dynamic Intelligence Mentoring Groups as part of the THOMAS METHOD Programme
- 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 within the wider partnership of Bolton Trafford and Salford
- 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 support the delivery of accredited learning programmes to treatment graduates and prospective mentors.
- 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 the partnerships integrated prevention and treatment approach.
- To uphold all THOMAS 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.

General terms of reference:

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required.
- Work flexibly within an agreed number of hours of work to maintain the most appropriate level of service provision including late night and weekends.
- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal, supervision and Learning & Development processes.
- Keep abreast of developments in services, legislation and practice relevant to the relevant client group.
- Ensure the implementation of the all Policies & Procedures
- Contribute to maintaining safe systems of work and a safe environment.
- Undertake other duties appropriate to the grade of the post.

Person Specification

Essential criteria:

- ✓ A 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.
- ✓ Excellent knowledge of a range of Psychosocial Interventions
- ✓ 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 ones 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.

Knowledge and experience of:

- Meeting targets and deadlines within financial constraints
- Working with a substance misuse service delivery culture
- Quality issues across the range of activities a service operation.
- Risk assessment and treatment care planning
- Complementary Services

Candidates will need to be able to demonstrate a capacity to innovate, to work on their own initiative as well as part of a multi-disciplinary team.

The successful candidate will work closely with the partner agencies and must be able to demonstrate the ability to:

- Communicate confidently and effectively both in writing and oral
- Write and present in-depth reports and carry out appropriate assessments on substance misusers
- Understand the issues facing substance misusers including social care, welfare benefits, health and emergency accommodation

- Utilise motivational interviewing and cognitive behavioural approaches
- Maintain professional boundaries
- Respond flexibly to the demands of the post
- Work as a member of a team
- Make a personal investment in the success of THOMAS and its staff.
- Understand and have a commitment to the principles of equal opportunity and anti-discriminatory practice
- Be able to actively engage clients into services
- Employ an empathic and non-judgemental attitude towards service users
- Show a capacity to work alone and the ability to keep calm under pressure

Specific standards (DANOS related where appropriate) for this role include:

Unit Number and Title	
AA1	Recognise indications of substance misuse and refer individuals to specialists
AA4	Promote people's equality, diversity and rights
AA6	Promote choice, wellbeing and the protection of the individual
AB1	Support individuals who are distressed
AB2	Support individuals who are substance users
AB2.2	Support individuals in reducing substance use
AB3	Contribute to the prevention and management of abusive and aggressive behaviour
AB4	Contribute to the protection of individuals from harm and abuse
AB5	Assess and act upon immediate risk of danger to substance users
AC1	Develop your own knowledge and practice
AC1.1	Reflect on and evaluate your own values, priorities, interests and effectiveness
AC1.2	Incorporate new knowledge into the development of your own practice
AC2	Make use of supervision
AC3	Contribute to the development of the knowledge and practice of others
AC4	Support and challenge workers on specific aspects of their practice
AD1	Raise awareness about substances, their use and effects
AD2	Facilitate learning through presentations and activities
AD3	Facilitate group learning
AD4	Develop and disseminate information and advice about substance use, health and social well-being
AF1	Carry out screening and referral assessment
AF3	Carry out comprehensive substance misuse assessment

- AG1** Develop, implement and review care plans for individuals
- AG2** Contribute to planning, monitoring and reviewing the delivery of service for individuals
- AG3** Assist in the transfer of individuals between agencies and services
- AI2** Help individuals address their substance use through an action plan
- AJ1** Help individuals address their offending behaviour
- AK3** Enable individuals to access housing and accommodation
- BA3** Contribute to the development of organisational policy and practice
- BB1** Promote your organisation and its services to stakeholders
- BC2** Manage activities to meet customer requirements
- BD2** Awareness of workplace policies relevant to work practices to ensure a healthy and safe environment is maintained
- BD4** Promote, monitor and maintain health, safety and security in the working environment
- BE2** Provide information to support decision making
- BE4** Supply information for management control
- BF5** Lead teams to provide a quality provision
- BF7** Respond to poor performance in your team
- BF8** Deal with poor performance in your team
- BF10** Contribute to the recruitment and placement of volunteers
- BF12** Lead and motivate volunteers
- BI1** Develop productive working relationships
- BI2** Develop joint working agreements and practices and review their effectiveness
- BI3** Facilitate meetings
- BI6** Develop and sustain effective working relationships with staff in other agencies
- BI7** Participate in inter-disciplinary team working to support individuals

This post is subject to a Criminal Records Bureau check at an enhanced level

Amendments: This description accurately reflects the present position; the job description may be amended and will be reviewed on a regular basis. Any changes will be made following a proper period of consultation.

I am familiar with the requirements of this job specification and confirm that I agree to work with what is specified in this document and I accept that it can be modified.

Signed:

Date:

Print Name

Date: