



JOB DESCRIPTION

Title of Post: Recovery Project Worker

Hours: (31 waking, hours, plus 18.3 sleeping hours)
on a rolling shift rota

Salary: £20,073 (Including Sleep-in-cover)

Based at: THOMAS House Salford

Reports to: Service Manager

Responsible to: Chief Executive THOMAS

Area of Operation: Salford

DANOS competencies AA2, AA3, AA6, AB2, AB3, AB5, AG3, AJ1, AK2, AK3, AK4, BD4, BI5, BI6)

Role

To work within the THOMAS accommodation based support project scheme that provides accommodation support to service users in total abstinence recovery. The key role is to support service in accommodation support.

Key Tasks

To carry out the following tasks always working within THOMAS policies and procedures:

- To provide key work support to service users
- To support service users in their recovery journey
- To maintain accurate records of service users timeline and to record significant events whilst on duty, ensuring records are maintained and completed in a timely manner

- To make sure accidents or injuries are always reported and procedures followed
- To ensure service users adhere to the rules of the house & the programme

To report any necessary information to the Service Manager and or Team Leader

- To assist service users with social activity.
- To make sure residential dwelling is secure and safe at all times
- To report any emergency or difficult situation to the duty manager on call
- To work within the THOMAS Team
- To fulfil any other duties required as necessary

Professional / Liaison Roles

- To form and maintain working links with all appropriate agencies
- To operate where necessary, outside normal working hours, but within negotiated limits of flexibility.
- To operate within THOMAS requirements for data collection, audit, research and service developments, including use of computer technology.
- To undertake all duties with strictest regard to confidentiality

Training / Educational Roles

- To be aware of own training needs and take responsibility for bringing these to the attention of line management supervisor.
- To Participate in regular appropriate supervision, including line-management
- To attend relevant professional training courses, conferences and study days to aid professional and personal development.

This job description will be reviewed from time to time with the post holder and may alter.

Person Specification

Essential	Desirable
Qualifications	Qualifications
A good standard of education, NVQ 3 in care or willingness to work towards it	Housing Qualification
Experience	Experience
Experience of working within Housing Support Sector or other related area	Experience of Drug Rehabilitation Unit
Knowledge	Knowledge
Knowledge of drug and or alcohol problems	General understanding of Models of Care and issues related to ethnic minority drug users
Work related skills	Work related skills
Good communication, skills An ability to work effectively with a range of other professionals An ability to work as a member of a small team Ability to work flexible hours Computer skills Car driver	Good administration skills Counselling Qualification

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

DANOS Standards Related to Job Role

AA6	Promote choice, well being and the protection of all individuals
AA4	Recording storing and communicating information is consistent with the requirements of legislation and organisation policy
AA2	Relate to, and interact with individuals
AA3	Support individuals to access and use services and facilities
AA4	Promote the equality, diversity, rights and responsibilities of individuals
AB1	Support individuals who are distressed
AB2	Support individuals in reducing substance misuse
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
AB8	Contribute to assessing and act upon risk of danger, harm and abuse
AC1	Reflect on and develop your practice
AC2	Make use of supervision
AC3	Contribute to the development of the knowledge and practice of others
AD1	Raise awareness about substances, their use and effects
AD4	Develop and disseminate information and advice about substance use,

	health and social well-being
AG2	Contribute to the development, provision and review of care programmes
AG3	Assist in the transfer of individuals between agencies and services
A/1	Counsel individuals about the process of change and its impact on the mind
BD3	Support the health and safety of yourself and individuals
BE2	Receive, analyse, process, use and store information
BE4	Supply information for management control
BI5	Promote effective communication for and about individuals
BI1	Develop productive working relationships
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 DBS Disclosure and Baring Service Check

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: