



## **T.H.O.M.A.S. (Those on the Margins of a Society) Job Description**

**Title of Post:** Recovery Project Support Worker

**Salary:** £19300- £21323

**Based at:** Bolton

**Reports to:** Services Manager

**Responsible to:** Chief Executive THOMAS

**Area of Operation:** Bolton

**Hours of Work:** 37.5 Hours (Flexible)

### **Role**

THOMAS provides psychosocial recovery services to people with drug and alcohol addictions. Its projects consist of residential and community based services. The post holder will work with service users to support effective engagement with recovery focused activity. This will involve supporting service users' engagement with volunteering, training and pathways into employment. It will also provide personalised coaching and on-going support to people who complete the group dynamic recovery programme.

The post holder will contribute to the mission and values of THOMAS that promotes peer led communities. This Post is part of the Bolton Salford Trafford Achieve Partnership.

## **Key Tasks**

### **Key Activities:**

- To promote visible Recovery within Bolton
- To provide personalised coaching
- To provide personalised on-going support to people who engage with volunteering, training and education
- To work with a caseload of clients 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 service users
- To mentor and guide service users in the recovery journey
- To support service users in the on going development of their psychosocial plan
- To give input to case management and data collection
- To support peer volunteers working within the recovery system
- To support service users as they engage in other community programmes
- To ensure that all activities are suitably recorded in accordance with THOMAS Policies, procedures and GMMH/ACHIEVE Partnership working with 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 and the Achieve partnership.

In addition the post holder will:

- 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 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 criteria:**

- ✓ Experience of working within a group dynamic recovery programme
- ✓ Experience of abstinence based models of recovery
- ✓ Experience of promoting mutual support group and peer led activities
- ✓ Experience of working with peer mentors and providing recovery supervision
- ✓ Experience of facilitating therapeutic groups
- ✓ Knowledge of broad recovery concepts
- ✓ Knowledge of the issues caused by problematic alcohol and/or drug misuse, including appropriate medical, social care and

health interventions

- ✓ Ability to assess recovery plan and formulate written reports as necessary.
- ✓ Experience of delivering brief interventions /drug counselling by applying models such as motivational interviewing and CBT
- ✓ Understanding and experience of assessment, care planning and referral process
- ✓ Experience of working to targets
- ✓ A flexible open approach and awareness of barriers to accessing services, facing hard to reach groups
- ✓ Understanding of effective and evidence based practices
- ✓ Experience of working in partnership with other agencies
- ✓ Confidence to work on own initiative as well as part of a team
- ✓ Understanding of the importance of upholding quality standards, performance monitoring and collating appropriate statistical Information
- ✓ Car driver

**And the ability to:**

- ✓ Communicate confidently and effectively, verbally and in writing.
- ✓ Respond flexibly to the demands of the post.
- ✓ Work as a member of a team.
- ✓ Show a capacity to work alone and the ability to keep calm under pressure.
- ✓ Understand and have a commitment to the principles of equal opportunity and diversity.
- ✓ Employ a mature, empathetic and non-judgmental attitude towards service users.
- ✓ Show commitment to facilitating positive outcomes for service users

- ✓ Knowledge of Models of Care, Quads, DANOS and other relevant quality and competency frameworks.

### Desirable Criteria

Diploma or Post graduate qualification in addiction/group facilitation

### 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>AB2</b>	Support individuals in reducing substance misuse
<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

**This post is subject to DBS at an enhanced level.**

**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.**

I fully understand this job specification.

Print Name:

Signed

Date

