



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

**Title of Post:** Group Facilitator / Recovery Coach

**Salary:** £19,000 -£21,526. (Pro rata)

**Based at:** Salford

**Reports to:** Services Manager

**Responsible to:** Chief Executive THOMAS

**Area of Operation:** Salford

**Hours of Work:** 30

### **Role**

THOMAS is part of the Achieve Partnership in Bolton, Salford and Trafford. It provides psychosocial recovery services to people with drug and or 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 facilitation of a 12 step recovery programme and other psychosocial interventions that support the on-going development of positive changes that lead to meaningful and purposeful lives. The post holder will contribute to the mission and values of THOMAS that promotes peer led communities. An ability to facilitate groups and the 12 steps philosophy is essential.

## **Key Tasks**

### **Key Activities:**

- To facilitate a group dynamic programme using a variety of materials that include a 12 step philosophy and other psychosocial theories
- To provide group dynamic and personalised coaching
- To work with a caseload and interact with electronic case management
- To work within the THOMAS METHOD Programme and contribute to Dynamic Intelligence Learning
- 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 service users as they engage in other community programmes
- To ensure that all activities are suitably recorded in accordance with THOMAS policies and procedures 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

- To work across sites in Blackburn as requested

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 and knowledge of working within a residential group dynamic recovery programme
- ✓ Experience and knowledge of abstinence based models of recovery
- ✓ Experience and knowledge of the 12 Steps
- ✓ 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.
  
- ✓ 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
- ✓ An understanding of and commitment to safeguarding best practice
- ✓ Understanding of the importance of upholding quality standards, performance monitoring and collating appropriate statistical Information

**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

**Desirable Criteria**

Diploma or post graduate qualification in addictions and or group facilitation

**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