

Title of Post: Residential Recovery Project Assistant

Hours: 31 hours plus sleep-ins

Salary: £20,340.24 (Including sleep-in allowance)

Based at: THOMAS House Salford

Reports to: Salford Service Manager

Responsible to: Chief Executive THOMAS

Area of Operation: Salford

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 users within a residential recovery community.

Key Tasks

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

- To support service users in a recovery community
- To support service users within a abstinence recovery model
- To ensure service users adhere to the rules of the house
- To report any necessary information to the housing support manager
- To assist service users with social activity
- To help service users with cooking
- To assist service users with household duties
- 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 input information on the case management system
- 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
- To maintain accurate records and produce written and computerised reports.

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 is subject to an enhanced DBS.

The 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	Housing Qualification
Experience	Experience
Experience of working within Housing Sector or other related area	Experience of Drug Rehabilitation Unit

Knowledge	Knowledge
Knowledge of drug and 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

I accept the terms and conditions of my job description

Signed: _____

Date: _____

Please print name: _____