



**Title of Post: Recovery Group Facilitator**

**Service: Achieve Partnership/THOMAS**

**Salary: £19,000 to £21,741**

**Based at: Salford**

**Reports to: Services Manager**

**Responsible to: Chief Executive**

**Hours of Work: 37.5 per week**

**Purpose of Job**

Under the supervision of the Director of METHOD & the THOMAS Service Manager you will take a lead role in the delivery of an Abstinent Based Recovery Programme and social network of indigenous recovery. You will build indigenous recovery and work closely with residential and community service users, 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, also provide education in relation to substance misuse and prevention and supporting Service Users on the recovery journey. 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 sustenance of a recovery community within the service that links in closely with external recovery networks within Achieve Partnership.

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 the Achieve Partnership 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 facilitate abstinence based recovery through a group dynamic programme
- To cultivate a residential therapeutic community

- To promote healthier lives, wellbeing and active citizenship
- To promote and support individuals into abstinence based and medically assisted forms of recovery,
- 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 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.
- ✓ Knowledge/experience of residential drug/alcohol recovery
- ✓ Knowledge/experience of group work
- ✓ 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 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 one's 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

**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:**