

Job Description and Person Specification

Job Title: Recovery Worker – Education, Support & Training		Organisation: Addictions Support & Counselling (ASC)
Reports to: ASC Chief Executive	Scope: Forth Valley based at ASC's premises	Salary: £24,289 to £26,891 (Pro-rata) depending on experience and qualifications. Pay scale SJC points 27 - 30 inclusive
Hours: 14 hours per week There is no overtime for such work and ASC's TOIL policy will apply.		
<p>Purpose of role:</p> <p>To promote ASC's educational, support and training activities across communities and services within Forth Valley</p> <p>To provide a range of individual and group- based interventions to support service users:</p> <ul style="list-style-type: none">• improve their mental wellbeing,• sustain their recovery,• acquire employability skills through further education and training opportunities, and• empower them to reintegrate into the wider society. <p>To contribute towards ASC's corporate aims in promoting recovery.</p> <p>To prioritise working in specific areas of deprivation, social exclusion and poverty to support people in accessing services and participating fully in recovery, but the post's work shall not necessarily be exclusive to such areas.</p> <p>Key Technical Skills</p> <ul style="list-style-type: none">• Ability to provide evidence-based interventions including psycho-education, relapse prevention and the development of coping strategies to overcome barriers to change.• Competent in monitoring, recording and evaluation of own work.• Ability to work flexibly and creatively in motivating, supporting and developing people in recovery.• Competent IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting.• Ability to design, deliver & evaluate training interventions. <p>Key Interpersonal / Behavioural Skills</p> <ul style="list-style-type: none">• Ability to successfully network with various stakeholders.• High level of verbal and written communication skills.• Ability to recognise and manage one's own stress. <p>Qualifications/Experience:</p> <ul style="list-style-type: none">• Recognised professional qualification or training award in social care or health care or community work or counselling or addictions to a minimum SVQ level 4 or equivalent.• Recognised award or qualification in Cognitive Behavioural Therapy (CBT), or be willing to obtain an award within 3 months of commencing employment. *• Minimum of two years' experience of working with or supporting people in recovery from problematic substance use or addictive behaviours or mental health problems.• Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees. <p>* If applicants do not hold such an award or recognised qualification in CBT they must be prepared to obtain, at their own cost, a suitable qualification within three months of commencing employment with ASC. A suitable qualification would be equivalent to the Scottish Training and Counselling Service (SCOTACS) CBT Toolkit course that is accredited by the Scottish Qualifications Agency (SQA) at Scottish Credit and Qualifications Framework (SCQF) Level 8.</p>		

Top Major Tasks and Activities:

- Promote ASC's recovery activities, support services and educational and training courses to addictions services, health services, social work departments, Criminal Justice services and other organisations within Forth Valley.
- Encourage and receive enquiries.
- Receive referrals and carry out assessments of individuals affected by addictive behaviours or mental health problems and construct appropriate care plans to identify their needs and suitability for participating in ASC's educational and training activities.
- Work in collaboration with service users to agree and regularly review their care plan that responds to identified needs and that promotes service user recovery.
- Provide a range of individual and group- based interventions including psycho-education, information, guidance and support, problem solving and relapse prevention.
- Manage a caseload, liaise with and refer to other professionals, practitioners and organisations, and to participate in joint reviews or case conferences as required.
- Support service users' progressions and retention while attending ASC's educational and training courses and activities.
- Promote the benefits and value of volunteering, peer engagement to people recovering from problematic substance use, in order to support individuals to sustain recovery.
- Assist in the design, delivery, monitoring and evaluation of ASC's educational and training programmes.
- Promote service user involvement, volunteering, educational, vocational and employment opportunities.
- Identify national, community, neighbourhood and local resources that can contribute towards service users' recovery and assist them in using such resources.
- Produce written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance including service users' progress reports.
- Liaise with other professionals, practitioners and organisations where appropriate, to promote the interests of ASC and the FVRC.
- Attend internal and external meetings, multi-agency fora and planning groups as required on a periodic and regular basis and to submit written reports as required.
- Maintain and develop personal development and learning plans as agreed locally and to be responsible for own professional development.

Skills/Abilities:

- Ability to work flexibly and creatively in motivating and supporting service users.
- Ability to successfully initiate, facilitate and lead groups.
- Ability to demonstrate successful achievements and outcomes of work.
- Organisational skills and ability to manage day to day work.
- Ability to work under own initiative.
- In receipt of a driving license and access to a vehicle during working hours.

Health & Safety Executive (HSE) Responsibilities and Accountabilities

- Responsibility for the safety of self & others.
- Provides visible active commitment to HSE – leading by example, acting on HSE concerns.
- Follow ASC's procedures in handling medicines and to ensure that medicines are secured safely and properly at all times.

Revenue/Budget Responsibility

- Adhere to ASC's financial management systems, petty cash controls and monitoring processes.
- Follow ASC's procedures in handling petty cash and to ensure that petty cash and receipts are secured safely and properly at all times.

Quality/Governance Responsibilities and Accountabilities

- Adhere to ASC's managerial human resources, health and safety and corporate requirements.
- Ensure that all assessments, care and recovery plans, records and reviews are kept up to date and stored securely and that the electronic recording of performance indicators, service outcomes, statistical returns and other work data is carried out regularly and timeously.
- Follow ASC's policies and procedures and other national guidelines such as Child Protection Guidelines, Adult Support and Protection Guidance & Procedures and the Scottish Government's Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services.
- Adhere to the Scottish Social Services Council (SSSC) Code of Practice for Employees and to contribute towards ASC's compliance with the SSSC Code of Practice for Employers.

Regularly interface with stakeholders:

- ASC Chief Executive
- ASC Management Team
- ASC Employees
- ASC Service Users
- FVRC Volunteers & Peer Supporters
- Members of the FVRC
- Tutors of the Forth Valley College
- Other partners & stakeholders

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employee in this role. ASC reserves the right to require employees to perform other duties from time to time. ASC also reserves the right to vary or amend the duties and responsibilities of the postholder according to the needs of the organisation's business, in consultation with the postholder.