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|  | Glasgow Council on Alcohol 14 North Claremont Street,  Glasgow G3 7LE  0141 353 1800 |  |

**JOB DESCRIPTION**

**JOB TITLE:** Young Person's Recovery Coach

**JOB GRADE/SALARY:** £21,725 (Salary scale £21,725 - £22,740)

**HOURS:** 35 hours over 7 days (Fixed Term till end March 2022)

(Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate)

**LOCATION:** Citywide but based within the GCA office in North Claremont Street, Glasgow

**PROFILE:**

Young Person Recovery Service is based within the Elevate Team. It will provide diversionary work and to promote recovery for young people where drugs and alcohol have been a risk for them and promote pathways to employment, provide training, education and volunteering opportunities. Young Person Recovery Service will support individuals to achieve positive destinations.

This project is led by Glasgow Health & Social Care Partnership (GHSCP), National Health Service Greater Glasgow & Clyde (NHSGG&C) and Glasgow Alcohol and Drug Partnership (ADP), and delivered by GCA through Elevate.

**MAIN FUNCTION / RESPONSIBILITY:**

Young Person's Recovery Coach who will provide diversionary work and to promote recovery for young people (16-24 year olds) where drugs and alcohol have been a risk for them and where additional prevention measures can be put in place to prevent them from being unduly influenced.

**REPORTING RELATIONSHIPS:**

The Young Person's Recovery Coach reports to the Employability Team Leader. They will be working with our Elevate Team based at Glasgow Council on Alcohol (GCA).

**MAIN DUTIES/RESPONSIBILITY:**

The perfect candidate for the Recovery Coach role will:

* Be friendly, compassionate and naturally able to build relationships with individuals both in person and virtually
* To support participants to access the full range of provision within recovery services; maximising benefits and recovery capital towards sustained recovery
* To effectively and pro-actively signpost participants, where appropriate, to with a range of services including housing, DWP, Mental Health services, education and training providers to ensure adequate opportunities are available for the young person
* Support individuals in their pathway into employability opportunities through tailored plans, structured encouragement and offering practical support
* Support individuals on a weekly basis. This will include tasks such as ensuring they are undertaking the necessary experience/skills or learning/group work for their personal development by assisting them important appointments or placements
* To build and develop participants’ personal assets, social networks and recovery capital (social, physical, human and cultural)
* Provide support through a variety of activities including regular telephone contact, face to face meetings, mentoring, virtual mediums and group activity
* Providing quality support services to participants through effective planning, monitoring, evaluation and review of their requirements in partnership with them
* To form productive working relationships as part of the multi-disciplinary team, namely GHSCP YP Team, external agencies and professionals, existing and new, to ensure that participants have access to a wide range of recovery and community resources
* Complete paperwork and promptly update the database on all interactions with participants as well as recording outcomes and progressions.
* Deliver performance targets for supporting people
* Meeting contractual compliance
* To prioritise workload to ensure a high quality, person-centred service to all participants
* To adhere to the implementation of risk management procedures (including child and adult safeguarding protocols) taking personal responsibility for keeping up to date on the requirements of these procedures
* Carry out other duties in line with organisational requirements

**PERSON SPECIFICATION**

(E = *Essential* D = *Desirable*)

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| **QUALIFICATIONS** |  |
| * SVQ Advice and Guidance or equivalent qualification * Equivalent/Relevant Experience | D E |
| **SKILLS** |  |
| * Excellent verbal communication skills * Time management skills * Effective organisational and planning skills * Ability to build good relationships * Providing support virtually to clients * Ability to work on own initiative and remotely from line management * An in-depth understanding and knowledge of the harmful effects associated with   substance misuse in relation to health, social welfare, housing, employability and relationships. | E  E  E  E  E  E  E |
| **EXPERIENCE OF** |  |
| * Proven experience supporting people with drug and/or alcohol use * Demonstrable working knowledge and understanding of the impact of drugs and/or alcohol on individuals, families and their communities. * Working with young people * Delivering harm reduction * Diversionary work and to promote recovery * Safeguarding issues | E  E  E D  E  D |
| **KNOWLEDGE OF** |  |
| * I.T/Computer skills * Microsoft Office * Zoom & Microsoft Teams | E E  E |
| **PERSONAL ATTRIBUTES** |  |
| * Empathetic * Honest * Flexible & Adaptable * Compassionate * Team Player * Non-judgmental approach | E E E E E E |
| **OTHER** |  |
| * Ability to travel citywide * Driving license and access to own vehicle * Ability to work evenings and weekends as required | E  D  E |