



## Job Description and Person Specification Assistant Recovery Worker

<b>Job Title: Assistant Recovery Worker</b>		<b>Organisation:</b> Recovery Scotland
<b>Reports to:</b> The Local Recovery Community – Team Leader	<b>Scope:</b> Based at Recovery Scotland's premises in Falkirk or Airdrie	<b>Salary:</b> £18,026 - £19,283 pro-rata (SPS 15 - 18) for qualification bar <b>up to SVQ2 or equivalent</b> based on a full time post of 35 hours per week
<b>Duration:</b> This is a limited-term position until 31 March 2023 with the possibility of further extension depending on the availability of funds and the performance of the post holder.		
<b>Hours: Part time (21 hours per week).</b> Regular evening and weekend work is required. There is no overtime for such work and Recovery Scotland's TOIL policy will apply.		

### **PURPOSE OF THE ROLE:**

To work under the direction of the local Recovery Development Team Leader to provide a range of recovery focussed activities including assisting in the day to day running of local recovery cafes and recovery events.

To develop and support an effective, local, peer support network for people recovering from substance use. The postholder is also expected to apply the principles of a Recovery Orientated System of Care (ROSC) in his/her day to day work.

To contribute towards Recovery Scotland's corporate aims in promoting recovery.

This role might require the post holder to work directly with people who are still in active addiction as well as people who are in early stage of their recovery.

The main focus of the role will be to support service users:

- improve their mental wellbeing,
- stabilize and sustain their recovery,
- acquire employability skills through further education and training opportunities, and
- empower them to reintegrate into the wider society.

**MAIN TASKS & RESPONSIBILITIES**

The post holder is expected to;

- Promote the benefits and value of peer engagement, peer support networks and the local Recovery Community to people recovering from substance use, in order to encourage and support individuals to sustain their recovery.
- Help identify community, neighbourhood and local resources that can support people affected by substance use to successfully participate in peer-led recovery initiatives.
- Manage designated recovery cafes (and any other recovery cafes as required) through being the responsible key holder for the premises.
- Ensure that any premises that are used for recovery cafes or regular recovery activities comply with any fire prevention, health and safety, security or management requirements.
- Encourage and promote a range of recovery focussed, leisure, recreational and social activities within the recovery cafes.
- Assist in the procurement of provisions for each recovery café.
- Support volunteers and oversee volunteers’ activities within the recovery cafes or any other regular recovery events as so required.
- Support service users to build and maintain motivation, cope with urges, manage thoughts, feelings and behaviours and live a balanced lifestyle.
- Motivate, support and where necessary accompany service users to attend the recovery community activities.
- Encourage service users to engage with volunteering, educational, training and employment opportunities.
- Collate service users’ feedback/questionnaires and assess this information to identify needs.
- Evaluate offered services to identify gaps and improve service provision.
- Promote service user involvement.
- Liaise with other relevant voluntary and statutory services to support service users.

**General**

- Attend internal and external meetings, including supervision, team & management meetings, multi-agency fora and planning groups as required on a periodic and regular basis.
- Produce written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance.
- Attend relevant training as and when required.
- Positively represent Recovery Scotland at various events.
- Ensure that all work plans, records and reviews are kept up to date and stored securely and that the electronic recording of performance indicators, statistical returns and monitoring data is carried out regularly and timeously.
- Maintain and develop personal development and learning plans and to be responsible for own professional development, in discussion with Line Manager
- Carry out other duties and tasks that Recovery Scotland might reasonably require.

**Quality/Governance**

- Adhere to Recovery Scotland’s managerial, human resources, health and safety and corporate requirements.
- Follow Recovery Scotland’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 Recovery Scotland’s compliance with the SSSC Code of Practice for Employers.

**Health & Safety Executive (HSE)**

- Responsibility for the safety of self & others.
- Provides visible active commitment to HSE – leading by example, acting on HSE concerns.

**Regular interface with stakeholders:**

- Recovery Scotland Chief Executive
- Recovery Scotland Team Leaders
- Recovery Scotland Employees
- Recovery Scotland Service Users
- Volunteers & Peer Supporters of the Recovery Communities
- Members of the Recovery Communities
- Other partners & stakeholders
- Members of the Public

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.

Recovery Scotland reserves the right to require employees to perform other duties from time to time. Recovery Scotland 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.

**PERSON SPECIFICATION**

**LIVED EXPERIENCE**

***Desirable***

It is anticipated that this post will attract an individual with "lived" experience of recovery from problematic substance use or addictive behaviours, such as problem gambling, or someone who has been directly affected by another person's substance use or addictive behaviours. **Individuals with lived experience must be at least six-month free from problematic substance use or addictive behaviours.**

<p><b>KNOWLEDGE &amp; EXPERIENCE</b></p> <p><b><i>Essential</i></b></p> <ul style="list-style-type: none"><li>• Understanding of and commitment to follow the Scottish Social Services Council (SSSC) Code of Practice for Employees.</li><li>• Understanding of the impact that problematic substance use can have on individuals, families and communities.</li><li>• Understanding of and familiarity with what works to promote and sustain recovery from problematic substance use</li><li>• Experience and involvement in recovery initiatives.</li></ul> <p><b><i>Desirable</i></b></p> <ul style="list-style-type: none"><li>• A recognised &amp; relevant professional qualification to a minimum SVQ level 2 or equivalent (please see qualification bar and relevant salary at the top of page one).</li><li>• Experience of working and/or volunteering in a care or community development setting.</li></ul>	<p><b>Demonstrable through</b></p> <p>Application &amp; Interview Interview Interview Application &amp; Interview</p> <p>Qualifications record / Certificates</p> <p>Application &amp; Interview</p>
<p><b>SKILLS, ABILITIES &amp; APTITUDES</b></p> <p><b><i>Essential</i></b></p> <ul style="list-style-type: none"><li>• Ability to work enthusiastically, flexibly and creatively in motivating, supporting &amp; developing others</li><li>• Good level of verbal and written communication skills</li><li>• Basic IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.</li><li>• Ability to provide individual peer support</li><li>• Ability to recognise and manage one's own stress.</li><li>• Organisational skills and ability to manage day to day work.</li></ul> <p><b><i>Desirable</i></b></p> <ul style="list-style-type: none"><li>• Competent IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.</li><li>• Ability to successfully initiate, facilitate and lead groups.</li></ul>	<p><b>Demonstrable through</b></p> <p>Application &amp; Interview Application Application &amp; Interview</p> <p>Application &amp; Interview Interview Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>
<p><b>OTHER</b></p> <p><b><i>Essential</i></b></p> <ul style="list-style-type: none"><li>• In receipt of a driving license and access to a vehicle during working hours.</li></ul>	<p><b>Demonstrable through</b></p> <p>Application</p>