

Job Title:	Community Coordinator
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1. Main purpose of the role

The post holder will work as an integral part of Restoration's team by:

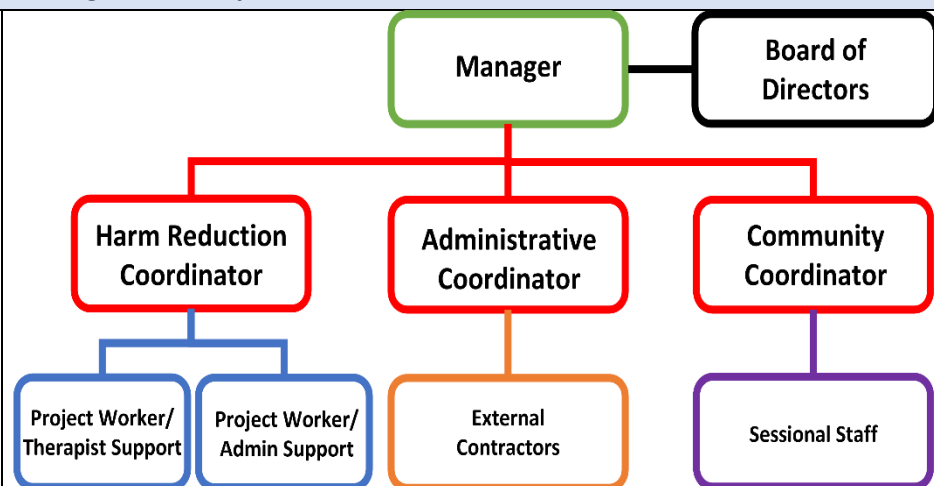
- Supporting members from point of entry and throughout their recovery journey by organising and facilitating various groups and activities;
- Promoting the reduction of drug and alcohol related harm to members and the wider community;
- Facilitating access to partnership services and community organisations;
- Working with members to support their social (re)integration, enabling them to lead meaningful and purposeful lives: promoting recovery, resilience, peer support and self determination.

2. Reporting and working relationships

Reporting relationships:

The role will report directly to the Manager.

The role will supervise Sessional Staff.



Working Relationships:

This is a key role in supporting the development of the organisation, and requires a flexible attitude to multi-agency working.



3. Role-specific responsibilities

- Develop links with statutory, third sector and community organisations.
- Ensure the timely and accurate collection, recording and reporting of specified data.
- Carry out social media updates.
- Ensure that all aspects of confidentiality are adhered to.
- Assess member suitability for groups in terms of risk and special needs.
- Carry out risk assessments and risk management.
- Onward referrals to a range of treatment/community support agencies.
- To be creative and innovative so that the post meets member's needs, promotes recovery and continues to meet engage with underrepresented communities.
- Help individuals to develop recovery resources and access peer/mutual support groups to develop their recovery capital.
- Work and liaise with other agencies involved with members' broader recovery journey.
- Support the smooth running of the organisation, by contributing to tasks on an ad hoc basis.
- Provide health education especially in regard to harm reduction, blood borne viruses and overdose prevention.
- Carry out key harm reduction strategies such as distribution of Naloxone (after completion of appropriate training or demonstration of relevant experience).

4. Commitments we work within

Vision

Restoration enables people to make the positive changes necessary to lead independent and purposeful lives and create safer, healthier communities.

Within your respective role you should promote and understand Restoration's values and vision, and what it means to you, your team and to delivery.

Equality, Diversity and Inclusion

Restoration has an inclusive environment, allowing staff and members to flourish regardless of their protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation), recovery status or offending background.

We promote anti discriminatory practices throughout our organisational values, policies and procedures, which we expect all staff to promote and adhere to.

We expect all staff to challenge prejudice and discrimination.

Career Development and Progression

Restoration provide opportunities for personal and professional development. Where appropriate, staff undertake internal and external training courses in line with their development needs. We offer supervision alongside training and development opportunities in order to continually improve practices.

Boundaries and behaviours

Observing professional integrity in relationships with members, peers and other relevant professionals.

Safeguarding

Restoration is committed to ensuring the safeguarding and wellbeing of children and adults at risk, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice, awareness of documentation and referral pathways, taking immediate and appropriate action as necessary.

Confidentiality and Information Governance

Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures. Ensuring all necessary safeguards are in place regarding personal information, members and workforce.

Health & Safety

Being responsible for your health and safety and that of colleagues and members. Employees should co-operate with management and follow established systems of work.

The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of Restoration. Any change will be made after a proper period of consultation.

Staff will need to work flexibly across operational sites as required and within an agreed number of hours. This may involve evening and weekend working.

This post is subject to a Disclosure and Barring Service check.

5. Person specification - Requirements and level of competence for this role.

Please note - applicants may be asked to evidence their ability to meet each aspect of the person specifications below, e.g. by highlighting relevant key achievements and duties held within roles.

Education, knowledge and experience

- Excellent understanding of drug and alcohol issues and experience of working within a related field.
- A commitment to multi-agency working and establishing partnerships with other professions, in order to achieve good outcomes for members, e.g. third sector addiction services, NHS teams, mental health services, criminal justice agencies, community groups, etc.
- Accomplished written and verbal communication skills and a high degree of personal IT competency. The ability to accurately update and maintain records in a timely fashion and to work to deadlines for the submission of information, e.g. reports, expenses etc
- Excellent time management skills and an ability to work on own initiative, prioritising work accordingly.
- Excellent team working and interpersonal skills to maintain a highly cooperative approach to supporting colleagues in delivering organisational objectives.
- Good working knowledge of substance use/mental health interventions, services and good practice.
- Experience of working in an outcomes-focussed environment.