



Job Description and Person Specification

Substance Use Recovery Worker – Justice Services Clackmannanshire

Job Title: Recovery Worker – Justice Services		Organisation: Recovery Scotland
Reports to: Recovery Coordinator for Housing and Justice Services	Scope: Clackmannanshire Council - Justice Services & Recovery Scotland Premises in Forth Valley	Salary: £20,089 – £21,713 Pay scale SJC points 19 - 22 inclusive
Duration: This is a fixed-term position until <u>31 March 2025</u> with the possibility of further extension depending on the availability of further funding and the performance of the post holder.		
Hours: Part time (21 hours per week): Occasional weekend and evening work might be 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 Clackmannanshire Council - Justice Services Team Leader in consultation with the Recovery Coordinator for Housing and Justice Services, to provide a range of recovery focussed activities within the Clackmannanshire Council – Justice Services (CCJS).

To work in close partnership with the CCJS Team to develop an effective Recovery Peer Mentoring Support service for CCJS service users who are affected by problematic substance use.

To raise awareness and encourage service users to participate in the activities of the Forth Valley Recovery Community (FVRC) by supporting and where necessary accompanying them to attend such events and activities.

To contribute towards Recovery Scotland's corporate aims in promoting recovery and positively represent Recovery Scotland at various events and on online platforms.

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;

- Provide a supportive peer mentor role to individuals who are part of the Clackmannanshire Council – Justice Services (CCJS).
- Promote the benefits and value of peer engagement and peer support networks.
- Encourage and promote a range of recovery focussed, leisure, recreational and social activities within the CCJS.
- Encourage and receive enquiries, and assess the needs of individuals affected by problematic substance use to identify their recovery capital and suitability for participating in peer support work, volunteering and community based recovery initiatives.
- Raise awareness and promote the activities of the Forth Valley Recovery Community (FVRC).
- 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 FVRC activities.
- Facilitate recovery cafés and recovery focused events within CCJS, where necessary.
- Facilitate peer-led recovery groups and SMART meetings within CCJS.
- Support volunteers at recovery events as so required.
- Help identify community, neighbourhood and local resources that can support people affected by substance use to successfully participate in peer-led recovery initiatives.
- Liaise with other relevant voluntary and statutory services to support service users.
- Work in collaboration with the CCJS team to produce appropriate care/recovery plans that respond to service users’ identified needs and promote service users’ participation in changing behaviour and reducing the harm of problematic substance use.
- Collate service users’ feedback/questionnaires and assess this information to identify needs.
- Promote service user involvement.
- Support service users access volunteering, learning and training opportunities.
- Apply the principles of a Recovery Orientated System of Care (ROSC) in his or her day-to-day work.

Health & Safety Executive (HSE)

- Responsibility for the safety of self & others.
- Visible and active commitment to HSE – leading by example, acting on HSE concerns.
- Manage designated recovery activities through being the responsible reference person and key holder for the premises where required.
- Ensure that any premises that are used for recovery activities comply with any fire prevention, health and safety, security or management requirements.

General

- Attend internal and external training sessions and meetings as required on a periodic and regular basis, including supervision and team meetings, multi-agency fora and planning groups.
- Provide quantitative and qualitative information and submit written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance and peer support networks.
- Maintain and develop personal development and learning plans as agreed locally 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, ensuring that all volunteers are aware of their responsibilities.
- 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.
- 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.

Regular interface with stakeholders:

- Recovery Scotland Chief Executive
- Recovery Scotland Team Leaders and Project Coordinators
- Recovery Scotland Employees
- Recovery Scotland Service Users
- Clackmannanshire Council - Justice Services Team Leader
- Clackmannanshire Council - Justice Services Team Members
- Clackmannanshire Council - Justice Services 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 AND LEARNT EXPERIENCE

Essential

It is anticipated that this post will attract an individual with "lived" and/or "learnt" 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. Consideration would also be given to candidates who may have lived experience in recovering from mental health problems or who have been directly affected by someone else's mental health problems. **Individuals with lived experience substance use must be at least 12 months free from problematic substance use.**

KNOWLEDGE & EXPERIENCE

Essential

- Recognised professional qualification or training award in social care or health care or community work or counselling or addiction studies to a minimum SVQ level 2 or equivalent. *
- Minimum of one year experience of working with or volunteering to support people in recovery from problematic substance use or addictive behaviours or mental health problems.
- Understanding of the principles and application of service user involvement.
- Understanding of the impact that substance use can have on individuals, families and communities.
- Understanding of and familiarity with interventions in substance use settings such as, relapse prevention, mutual aid, self-help groups and 12 step fellowships.
- Understanding of the principles and applications of harm reduction.
- Lived and/or learned experience of recovery from problematic substance use, addictive behaviours or associated mental health problems.
- Successful experience of understanding and delivering recovery initiatives.
- Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees.

** If applicants do not hold such an award or recognised qualification they must be prepared to obtain, at their own cost, a suitable qualification within 12 months of commencing employment with Recovery Scotland. A suitable qualification would be accredited by the Scottish Qualifications Agency (SQA) at Scottish Credit and Qualifications Framework (SCQF).*

Desirable

- Understanding of and familiarity with interventions in substance use settings such as motivational interviewing and SMART Recovery.
- Experience of working and/or volunteering in a care or community development setting.
- Experience of services provided to people who attend Justice Services.
- Understanding and experience of delivering recovery initiatives.

Demonstrable through

- Qualifications record / Certificates
- Application & Interview
- Application & Interview
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- Application
- Application
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SKILLS, ABILITIES & APTITUDES

Essential

- Good level of verbal and written communication skills.
- Ability to manage own diary, administrative tasks and day to day work.
- Ability to work flexibly and creatively in motivating and supporting service users.
- Ability to motivate and support volunteers.
- Competent IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.
- Ability to successfully facilitate and lead groups.
- Ability to work under own initiative.
- Ability to manage a demanding workload and meet deadlines.
- Ability to recognise and manage one's own resilience.

Desirable

- Ability to successfully network with various stakeholders.

Demonstrable through

- Application
- Application & Interview
- Application & Interview
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- Application & Interview
- Application & Interview
- Application & Interview
- Interview
- Application

OTHER

Essential

- In receipt of a driving license and access to a vehicle during working hours.

Demonstrable through

- Application