



**Job Description and Person Specification
Substance Use - Assistant Recovery Worker
North Lanarkshire Recovery Community (NLRC)**

Job Title: Substance Use - Assistant Recovery Worker		Organisation: Recovery Scotland
Reports to: North Lanarkshire Recovery Community – Team Leader	Scope: North Lanarkshire	Salary: £19,067 - £19,572 pro-rata based on a full time post of 35 hours per week for qualification bar up to SVQ1 or equivalent
Duration: This is a limited-term position until 31 March 2026 with the possibility of further extension depending on the availability of funds and the performance of the post holder.		
Hours: Part time (minimum 21 hours per week) or Full time (35 hours per week). There is an essential requirement for regular evening and weekend work to ensure that the duties of the post are fulfilled. There is no overtime for such work and Recovery Scotland's TOIL policy will apply.		
<p>Purpose of role: To work under the direction of the Recovery Development Team Leader to:</p> <ul style="list-style-type: none"> • Facilitate a range of recovery focussed activities including the day to day running of the local recovery cafes. • Support the North Lanarkshire Recovery Community volunteers and peers in carrying out their duties. • Provide after-care support to people in recovery from substance use that would involve care planning, monitoring and evaluation of individuals' progress. • Promote and sustain recovery networks within treatment services, other support services and the wider community for people recovering from problematic substance use. • Facilitate peer-led recovery groups and SMART meetings across North Lanarkshire and with the agreement of Recovery Scotland's Management team and members of the NLRC. • Help monitor and evaluate care/recovery plans and to motivate individuals to engage with recovery, volunteering, educational, vocational and employment opportunities. • Further the aims of the North Lanarkshire Recovery Community. • Contribute towards Recovery Scotland's corporate aims in promoting recovery and positively represent Recovery Scotland at various events and on online platforms. 		
<p>Regular interface with stakeholders:</p> <ul style="list-style-type: none"> • Recovery Scotland Chief Executive • Recovery Scotland Team Leaders and Project Coordinators • Recovery Scotland Employees • Recovery Scotland Service Users • NLRC Volunteers & Peer Supporters • Members of the NLRC • Other partner organisations & stakeholders • Members of the Public 		

MAIN TASKS AND RESPONSIBILITIES

NLRC Activities:

- Promote the benefits and value of peer engagement, peer support networks and the NLRC to people recovering from substance use, in order to encourage and support individuals to sustain their recovery.
- Encourage and promote a range of recovery focussed, leisure, recreational and social activities within the recovery cafes.
- 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.
- Support service users to build and maintain motivation, cope with urges, manage thoughts, feelings and behaviours and live a balanced lifestyle.
- Provide a range of individual and group support, mentoring and training interventions to strengthen individual's recovery journey.
- Motivate, support and where necessary accompany, service users to attend the NLRC activities.
- Help identify community, neighbourhood and local resources including but not exclusive to, self-help groups, mutual aid and 12 step fellowships that can help support people affected by problematic substance use to successfully participate in peer-led recovery initiatives.
- Collate service users' feedback/questionnaires and assess this information to identify needs.
- Liaise with and establish effective working relationships with existing peer-led recovery groups in the community.
- Liaise with other professionals, practitioners and organisations where appropriate, to promote the interests of Recovery Scotland and the NLRC.
- Liaise with other relevant voluntary and statutory services to support service users.
- Maintain and develop personal development and learning plans as agreed locally and to be responsible for own professional development.
- Support volunteers within the recovery cafes or any other regular recovery events as so required.

Health & Safety Executive (HSE) Responsibilities and Accountabilities

- Responsibility for the safety of self & others.
- Visible and active commitment to HSE – leading by example, acting on HSE concerns.
- Facilitate designated recovery cafes and activities (and any other recovery cafes and activities as required) through being the responsible reference person and 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.

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.

Revenue/Budget Responsibility

- Work with Recovery Scotland's management team to ensure that effective financial management systems, petty cash controls and monitoring processes are in place.
- Assist in the procurement of provisions for recovery cafes and activities.

Quality/Governance Responsibilities and Accountabilities

- 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.

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 of substance use must be at least 6 months free from problematic substance use.**

<p>KNOWLEDGE & EXPERIENCE</p> <p>Essential</p> <ul style="list-style-type: none"> • 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. • Lived or learned experience of recovery from problematic substance use, addictive behaviours or associated mental health problems. • Understanding and experience of involvement in recovery initiatives. • Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees. <p>Desirable</p> <ul style="list-style-type: none"> • Recognised professional qualification or training award up to SVQ level 1 or equivalent. * • Minimum of 6 months experience of working with or volunteering to support people in recovery from problematic substance use or addictive behaviours or mental health problems. • Understanding of and familiarity with interventions in substance use settings such as motivational interviewing and SMART Recovery. • Understanding and experience of delivering recovery initiatives. <p><i>* 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).</i></p>	<p>Demonstrable through</p> <ul style="list-style-type: none"> • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Qualifications record / Cert • Application & Interview • Application & Interview • Application & Interview
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<p>SKILLS, ABILITIES & APTITUDES</p> <p>Essential</p> <ul style="list-style-type: none"> • 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 support volunteers and peers. • Basic 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 manage a demanding workload and meet deadlines. • Ability to recognise and manage one's own resilience. <p>Desirable</p> <ul style="list-style-type: none"> • Ability to work under own initiative. • Ability to successfully network with various stakeholders. 	<p>Demonstrable through</p> <ul style="list-style-type: none"> • Application • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Interview • Application & Interview • Application
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<p>OTHER</p> <p>Essential</p> <ul style="list-style-type: none"> • In receipt of a driving license and access to a vehicle during working hours. (exceptions may be agreed with the management of the organisation). 	<p>Demonstrable through</p> <ul style="list-style-type: none"> • Application
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