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

Job Title: Substance Use - Recovery development Worker		**Organisation:** Recovery Scotland
Reports to: North Lanarksire Recovery Community Team Leader	**Scope:** North Lanarkshire	**Salary: £22,320 – £24,493 Pro-rata** based on a full time post of 35 hours per week for qualification bar **to a minimum SVQ3 or equivalent**

Duration: This is a limited-term position until <u>31 March 2026</u> 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.

Purpose of role: To work under the direction of the Recovery Development Team Leader to: - Facilitate a range of recovery focussed activities including the day to day running of the local recovery cafes.   - 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.   - Identify and engage with individuals in local communities who are not currently engaging with services.   - Develop, build and maintain good working relationships with other treatment and support services within North Lanarkshire.   - Develop, promote and deliver new Recovery initiatives in agreement with Recovery Scotland's Management Team.   - 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.

Regular interface with stakeholders: - Recovery Scotland Chief Executive   - Recovery Scotland Team Leaders and Recovery Development 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:

- Liaise with and work in partnership with a broad range of local organisations and services to identify individuals who may need support.
- Encourage and receive enquiries for individuals affected by problematic substance use and associated mental health problems.
- Carry out needs assessments and identify barriers to engagement.
- Manage a caseload, liaise with and refer to other professionals, practitioners and organisations and participate in joint reviews or case conferences as required.
- Liaise with other professionals, practitioners and organisations where appropriate, to enable continuous support for service users from the point of contact.
- Identify outcomes that will promote service users' physical, mental and emotional wellbeing enabling them to lead a healthy and productive life in recovery and beyond.
- Effectively plan and deliver support to improve and sustain service users' self-efficacy, wellbeing, independence and ultimately meaningful participation in community life.
- Provide a range of individual and group support, mentoring and training interventions to
- strengthen individual's recovery journey.
- Motivate and support individuals to engage with volunteering, educational, vocational and employment opportunities.
- Build and maintain trusting relationships with service users, supporting them to access the North Lanarkshire Recovery Community (NLRC) activities and other services as required.
- Provide after-care support to people in recovery from substance use that would involve care planning, monitoring and evaluation of individuals' progress.
- Accurately record, monitor and evaluate service users' care/recovery plans.
- Promote the benefits and value of peer engagement, peer support networks to people recovering from substance use, in order to encourage and support individuals to sustain their recovery.
- Promote Recovery Scotland's recovery activities, support services and educational and training courses to services users, professionals and practitioners within other addictions services, health services, social work departments, Criminal Justice services and other organisations within North Lanarkshire.
- Identify and promote a range of recovery focussed, leisure, recreational and social activities within the community and encourage service users' engagement with such activities.
- Identify community, neighbourhood and local resources including but not exclusive to, self-help groups, mutual aid and 12 step fellowships that can help support service users to successfully participate in peer-led recovery initiatives.
- Liaise with and establish effective working relationships with existing peer-led recovery groups in the community.
- Promote service user involvement.
- Supervise and support the North Lanarkshire Recovery Community volunteers and peers in carrying out their duties and developing their skills.

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.
- Manage a petty cash float where required and ensure that petty cash and receipts are secured safely and properly at all times.

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.
- Apply the principles of a Recovery Orientated System of Care (ROSC) in their day-to-day work.
- Carry out other duties and tasks that Recovery Scotland might reasonably require.

Health & Safety Executive (HSE) Responsibilities and Accountabilities

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

Quality/Governance Responsibilities and Accountabilities

- Adhere to Recovery Scotland's managerial human resources, health and safety and corporate requirements, ensuring that all practitioners 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 24 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 3 or equivalent. * • Minimum two years' experience of working with or supporting people in recovery from problematic substance use or addictive behaviours or mental health problems. • Understanding of the principles and application of service user involvement and community development work. • 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 or learned experience of recovery from problematic substance use, addictive behaviours or associated mental health problems. • Understanding and successful experience of 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, SMART Recovery and Cognitive Behavioural Therapy (CBT). • Experience of working and/or volunteering in a care or community development setting. • Experience of services provided to people affected by homelessness. • Experience of developing Recovery focussed initiatives	**Demonstrable through** • Qualifications record / Certificates • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application • Application • Application

SKILLS, ABILITIES & APTITUDES *Essential* • Good level of verbal and written communication skills. • Excellent organisational skills and 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 recruit, deploy, 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 initiate, 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 train & develop volunteers. • Ability to successfully network with various stakeholders. • Ability to develop new community based initiatives	**Demonstrable through** • Application • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview • Application • Interview • Application • Application • Application

OTHER *Essential* • In receipt of a driving license and access to a vehicle during working hours.	**Demonstrable through** • Application