

## Support Assistant Information Pack

<b>Initiative</b>	Liber8 Lanarkshire: The Beacons Project
<b>Job Title</b>	Support Assistants x 4
<b>Located/Base</b>	Based regularly in one Beacon but when required across 4 Localities in South Lanarkshire
<b>Hours</b>	35 hrs (may consider job share)
<b>Salary</b>	£23,114.00 - £12.70 p/h
<b>Reports To</b>	Beacons Project Manager

### **The Beacons Project**

The Beacons Project operates four recovery-focused venues across South Lanarkshire, providing a variety of support activities and opportunities for individuals and families recovering from alcohol and substance use issues. As part of the Recovery Oriented Systems of Care (ROSC), we offer evidence-based interventions to promote recovery, resilience, and self-determination. This is an exciting second phase of the Beacons. Due to the success of the past four years, we are expanding our team and seeking four dedicated Recovery Support Workers.

We are seeking four passionate Support Assistants to join our dynamic and supportive team. If you are looking for a rewarding career where you can make a tangible difference, this role is for you. You will end each week knowing that your efforts have positively impacted the lives of our participants.

The postholders, will work closely with and help assists their colleagues. They will assist in providing a range of support interventions opportunities and activities, including 1-1 sessions with participants. The team will also deliver and host a range of group work programmes and workshop activities suited to locality-based needs and individual Beacons. Crucially, working collaboratively with the participants and those who have joined our volunteer programme in our recovery communities to identify, design and deliver group work and workshops. One aim of the Beacons is to work together with participants to support their social (re)integration, promoting recovery, resilience, and self-determination. You will be engaged in multi-agency working and establishing pathways with other partners and agencies to facilitate people's engagement with the Beacons.

### **Liber8 Lanarkshire:**

Liber8 has operated in Lanarkshire for 20 years; our mission is to improve the health, wellbeing and the quality of people's lives, with a particular regard to reducing the negative impact of alcohol and substance misuse on the individual, families and communities.

Our guiding principles, that we believe are essential, are based on the enduring fundamentals of service provision and the ethos held within Liber8, which are open access available to everyone; choice for people using our services; the improvement of the health and wellbeing for all and quality assurance - to provide the best quality service.

We operate in accordance with our values of:

- Passion: engaging emotionally
- Respect: valuing each and every individual
- Compassion: kindness, caring, and genuine willingness, to help others
- Healing: promoting health of mind and body for all
- Empathy: experiencing the feelings, thoughts, and experience, of another
- Caring: promoting health, healing, and the installation of hope
- Recovery: positive recovery and growth for everyone

# Job Description & Person Specification

## Support Assistants: Purpose of Job Role

Liber8 are seeking to recruit 4 Support Assistants to join our Beacons team.

### Key Aims & Responsibilities

- **Face-to-face:** contact with a welcoming, non-judgmental approach, towards participants and people using The Beacons.
- **Support Interventions:** Provide a range of support through one-on-one conversations and group sessions with participants and in so doing contribute to the provision of the highest possible quality of support.
- **Providing** participants with practical and emotional support, encouraging them to set and achieve their own personal outcomes.
- **Group Programs:** Assist in the development and facilitation of group work programs /workshops and activities tailored to the specific needs.
- **Collaboration:** Collaborate with participants and volunteers to identify, design and deliver workshops and group activities. Ensure that a positive internal culture is maintained throughout the organisation.
- **Interactions:** Supporting Volunteers and Participants: Encourage and support their ongoing development and individual recovery plans. Raise or report issues to senior staff appropriately using internal processes.
- **Community Integration:** Assist participants in their social reintegration, promoting recovery, resilience, and self-determination.
- **Promote** the benefits and value of peer engagement, peer support networks and the Beacons to people in recovery, assisting them by encouraging and supporting them to sustain their recovery.
- **Maintain:** appropriate professional boundaries in carrying out your role with participants, whilst providing a consistent care and compassionate support.
- **Monitoring:** Assist the team to carry out and gather participant evaluations, feedback, and questionnaires from activities to assess the information to identify needs and contribute to reporting of performance.

### Other aspects of the post

- **Promoting Equality and Recovery:** Work with individuals to foster equality and support their personal recovery journey. Empower individuals to develop a sense of control over their lives and their recovery process.
- **Collaboration with Agencies:** Work closely with other multi-disciplinary agencies to ensure services and pathways are delivered equitably and to suit the person's needs.
- **Team Coordination:** Develop and maintain effective working relationships and clear open communication with wider staff team at Liber8 and those working in external agencies. Collaborate effectively with all to ensure high standards of support.
- **Development Activities:** Engage in the development of activities with volunteers and participants. Assist in preparing volunteers and participants for further opportunities and personal growth.
- **Contributing to Initiatives:** Support and contribute to initiatives, events, and networks led by The Beacons and its partners. Actively participate in community engagement and outreach activities.
- **Record Maintenance:** **Maintain** clear, accurate, and up-to-date individual records. Ensure that all support plans, records and reviews are kept up to date and available to the team to allow recording of statistical returns to be carried out regularly and timeously. Provide regular quarterly updates as required. Comply with all data systems, procedures, and guidelines for good practice as issued.
- **Compliance:** The post holder must be familiar with and comply with the policies, procedures, and guidelines for good practice issued by Liber8 and The Beacons at all times.

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. The Beacons reserves the right to require employees to perform other duties from time to time and 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

Qualifications & Experience	Essential	Desirable
▪ SVQ 2/3 in healthcare or relevant previous experience working with people who have alcohol / substance issues	✓	
▪ Demonstrates a commitment to supporting recovery from alcohol and/or drugs	✓	
▪ Able to work as part of a team.	✓	
▪ Experience of providing 1-1 and group work interventions	✓	
▪ Good verbal, and written communication skills	✓	
▪ IT skills required	✓	
<b>Skills, Experience &amp; Knowledge</b>		
▪ At least 6-month experience working in a similar discipline or environment	✓	
▪ A good understanding of recovery, alcohol and substances use issues and how they affect people	✓	
▪ Capable of building strong relationships with internal and external stakeholders		✓
▪ Complete, review and update support plans, record events and observations and keep appropriate records as required in the service in line with confidentiality and data protection guidance.		✓
▪ Experience of supporting people, taking a person-centred approach.		✓
▪ Evidence of working with people from varying backgrounds		✓
▪ Self-motivated and can work on own initiative, with a 'can do' attitude		✓
<b>Work requirements</b>		
▪ Willingness to cover a wide geographical area	✓	
▪ Full driving license and access to own transport with appropriate business insurance.	✓	
▪ Participate in the weekly rota system 5 over 7	✓	
▪ This post is subject to Membership of the Protection of Vulnerable Groups Scheme (PVG) and a disclosure satisfactory to Liber8 is required.	✓	

It is envisaged these posts may attract individuals with lived experience of recovery from substance use issues or someone who has been directly affected by a loved one's substance use or addictive behaviours. Individuals with lived experience of substance use must be at least 12 months free from problematic substance use and opioid replacement therapy. (ORT)