



Job Description and Person Specification – Recovery Coach (Community Justice)

Job Title	Recovery Coach (Justice/Female)
Reports to	Chief Officer
Scope	Scottish Borders Council – Justice Team – PAN Borders
Duration	6 Month Fixed Term post
Hours	Part time (0.6) – 21 Hours (flexible)
Salary	Salary Scale £26,500 - £30,000 (Pro-rata).

PURPOSE OF THE ROLE:

- To work under the direction of the Chief Officer and SBC Justice Social Work management team to provide a range of recovery focussed activities as part of the wider justice social work team.
- This post is open to female applicants only. It is an occupational requirement under the Equality Act 2010, Schedule 9, Part 1, as the role provides gender-responsive support to women engaged with justice services.
- To develop and support an effective, community based, peer support network for people recovering from substance use. The postholder is also expected to apply the principles of a Recovery Orientated System of Care (ROSC) in his/her day-to-day work.
- To contribute towards Recovery Coaching Scotland and Scottish Borders Council's corporate aims in promoting recovery.
- 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 focus of the role will be to support clients to:

- Successfully complete court mandated treatment orders and other justice programmes.
- Improve their mental wellbeing.
- Stabilise and sustain their recovery.
- Acquire skills for life through education and training opportunities and empower them to reintegrate into the wider society.



<p>MAIN TASKS & RESPONSIBILITIES</p> <p>The post holder is expected to;</p> <ul style="list-style-type: none"> • Deliver the Recovery Coaching Scotland 10 Session Self-Coaching Training Course, with multiple cohorts of clients with SBC Justice Setting: mark and grade assessments according to the assessment strategy and marking guidelines OR Support clients to engage with current cohorts of recovery coaching being delivered locally. • Support clients whilst they are participating in the course by providing 1:1 Strengths Based Recovery Coaching. • Encourage and promote a range of recovery focussed, peer led recovery groups and activities as directed by SBC and RCS team. These may be across the Borders as part of the recovery community and other services (NHS, WY etc.). • Develop relationships with all partners in the across the Recovery Oriented System of Care (ROSC), carry out assessments with candidates and any support clients to engage with appointments. • Promote the benefits and value of peer engagement, peer support networks and the Recovery Community to people recovering from substance use, to encourage and support individuals to sustain their recovery. • Help identify resources that can support people affected by substance use to successfully participate in peer-led recovery initiatives. 	<p>Quality/Governance</p> <ul style="list-style-type: none"> • Adhere to Recovery Coaching Scotland managerial, human resources, health and safety and corporate requirements. • Follow Recovery Coaching Scotland 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) and Scottish Borders Council Code of Practice for Employees. <p>Health & Safety Executive (HSE)</p> <ul style="list-style-type: none"> • Responsibility for the safety of self & others. • Carry out duties in line with SBC safeguarding rules. • Provides visible active commitment to HSE – leading by example, acting on HSE concerns. <p>Regular interface with stakeholders:</p> <ul style="list-style-type: none"> • Recovery Coaching Scotland Chief Recovery Officer • SBC Justice Management Team & Staff. • Recovery Coaching Scotland Partners, NHS, WY, CHIMES, Street Soccer. • SBC Justice Setting Clients • Volunteers for RCS within SBC Justice Setting. • Other partners & stakeholders
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- Ensure that any spaces that are used for recovery activities comply with SBC fire prevention, health and safety, security, or management requirements.
- Support clients to build and maintain motivation, cope with urges, manage thoughts, feelings and behaviours and live a balanced lifestyle.
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- Motivate, support and where necessary accompany clients to attend support groups within the community.
- Encourage clients to engage with wider community activities to support their recovery.
- Collate clients' feedback/questionnaires and assess this information to identify needs.
- Evaluate offered services to identify gaps and improve service provision.
- Promote service user involvement.
- Liaise with other relevant voluntary and statutory services to support clients.

General

- Attend internal and external meetings, including supervision, team & management meetings, multi-agency fora and planning groups as required on a periodic and regular basis.
- Produce written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance.
- Attend relevant training as and when required.
- Positively represent Recovery Coaching Scotland at various events.
- 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.

This is a completely new role and as such it will develop with the postholder and in close collaboration with SBC team.

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 Coaching Scotland reserves the right to require employees to perform other duties from time to time.

Recovery Coaching 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



<ul style="list-style-type: none"> • Maintain and develop personal development and learning plans and to be responsible for own professional development, in discussion with Line Manager • Carry out other duties and tasks that Recovery Coaching Scotland might reasonably require. 	
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PERSON SPECIFICATION

LIVED EXPERIENCE

Desirable

It is anticipated that this post will attract an individual with lived 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. It is also anticipated that the applicant may have experience of the Criminal Justice System. Individuals with lived experience must be at least six-month free from problematic substance use or addictive behaviours (however this will be dependent on the candidate). Any candidate must pass enhanced vetting by Scottish Borders Council and Disclosure Scotland, no offer of employment will be made until this is satisfied.

KNOWLEDGE & EXPERIENCE Essential <ul style="list-style-type: none"> • Achieved, working towards or willing to complete SVQ level 2 or equivalent (Health & Social Services or Advice & Guidance). • Experience delivering training with vulnerable groups. • Experience delivering 1:1 Support or Coaching with vulnerable people. • Understanding of and commitment to follow the Scottish Social Services Council (SSSC) Code of Practice for Employees. • Understanding of the impact that problematic substance use can have on individuals, families and communities. • Understanding of and familiarity with what works to promote and sustain recovery from problematic substance use. 	Demonstrable through <ul style="list-style-type: none"> • Application & Interview • Interview • Interview • Application & Interview • Application & Interview • Application & Interview • Application & Interview
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<ul style="list-style-type: none"> • Experience and involvement in recovery initiatives. • Ability to successfully initiate, facilitate and lead groups. <p>Desirable</p> <ul style="list-style-type: none"> • Achieved or working towards SVQ L3 Health & Social Services or Advice & Guidance. • Experience of a justice setting. • Experience of working and/or volunteering in a care or community development setting. • In receipt of a driving license and access to a vehicle during working hours. 	<ul style="list-style-type: none"> • Qualifications record / Certificates • Application & Interview
<p>SKILLS, ABILITIES & APTITUDES</p> <p>Essential</p> <ul style="list-style-type: none"> • Ability to work enthusiastically, flexibly, and creatively in motivating, supporting & developing others. • Ability to develop new aspects of the role in partnership with SBC officers. • Excellent level of verbal and written communication skills. • Competent skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work. • Ability to provide individual peer support. • Ability to recognise and manage one's own stress. • Organisational skills and ability to manage day to day work. 	<p>Demonstrable through</p> <ul style="list-style-type: none"> • Application & Interview