**JOB DESCRIPTION**

**POST:** **Recovery Worker**

**SALARY:** **£26,515 - £31,340 – Pro-rata for part time**

**RESPONSIBLE TO:** **MELD Assistant Manager**

The Recovery Worker post will be based at No.11 in Dalkeith or The Esk Centre in Musselburgh, and will work at various locations across East Lothian and Midlothian.

**JOB PURPOSE:**

* To work individually and as part of a team to provide psycho-social support, information and advice to substance using clients by means of assessment and recovery planning.
* To reduce the harm associated with substance use and promote recovery and positive lifestyle changes.

**OBJECTIVES OF THE POST:**

1. To provide information, advice and support to clients through the use of counselling skills on all aspects of substance use and other related issues to promote recovery.
2. To provide services to clients within The Esk Centre, No.11 or at appropriate locations in Midlothian or East Lothian.

* To undertake assessments with clients and triage on to appropriate partner services.

1. To work in partnership with agencies to promote and adhere to Child and Adult protection requirements.
2. To work in partnership with a range of local statutory and voluntary agencies to support and progress a client’s recovery and wellbeing pathway.
3. To facilitate structured groupwork with the client group where appropriate.
4. To signpost and refer clients on to other appropriate agencies and services.
5. To provide support to MELD’s Needle Exchange and other Harm Reduction services when required.
6. To be involved in the development of new and creative areas of work where appropriate.
7. To participate in the development and promotion of Peer led services.
8. To collect relevant information to be disseminated to the wider community regarding substances, substance use and related issues.
9. To participate in presentations, talks and training.
10. To adhere to MELD policies, practices and procedures.

* To have the necessary skills required, to self-manage and organize work tasks, whilst undertaking client case load duties in a timeous manner.

1. To be responsible for the timeous upkeep of all case note recordings and outcome monitoring systems including the MELD database and Outcomes Star.
2. To provide statistics and outcomes, including by use of Outcomes Star, as requested by the Project Manager for presentation to stakeholders.
3. To attend team meetings, line management sessions and appraisals as required.

* To fulfil any other duties as discussed with the Project Manager and / or Assistant Manager.

**WORKING ARRANGEMENTS:**

The Recovery Worker will be responsible to the MELD Assistant Manager and Management Team.

Opportunities will be made available to engage in professional and personal development.

**CONDITIONS OF SERVICE:**

The salary will be paid monthly in arrears.

Essential car user allowance is payable.

The post carries 39 days annual leave, including Public Holidays (pro rata) plus your own birthday off. Statutory sick pay will be available during periods of illness, and the Recovery Worker will be eligible for MELD’s Workplace Pension Scheme.

*PLEASE NOTE:* *The particulars contained in this job description may be subject to amendment in the light of changed circumstances.*

**PERSON SPECIFICATION:**

1. Experience of, and enthusiasm towards, working with a substance using client group.
2. Commitment to recovery values and practice.
3. Commitment to the idea of building and sustaining a strong and visible recovery community in Midlothian and East Lothian.
4. Experience of a recovery planning approach to enable clients to make informed choices and formulate recovery focused personal goals.
5. Understanding of the principles of harm reduction.
6. Understanding of the current recovery agenda.
7. Have a non-judgemental approach.
8. To be able to work in a flexible manner.
9. Ability to work well as part of an established team.
10. Good verbal, written and analytical skills.
11. Have experience of working in partnership with statutory and non-statutory services.
12. Have experience of working within Adult and Child Protection procedures.
13. To work in a self-managed and motivated manner.
14. To be IT proficient.
15. Have qualifications/experiences relevant to the post.
16. A full current Driving Licence plus personal transport is essential.