

JOB DESCRIPTION

JOB TITLE	Substance Misuse Recovery Worker
SERVICE PROVISION	The Recovery Hub
SCALE RANGE	22 - 26
CONTRACT TYPE	Full-Time, permanent
LINE MANAGER	Senior Recovery Worker
DATE OF ISSUE	April 2025

Main responsibilities

The successful candidate will have experience of working with substance misuse and mental health client groups, have an excellent knowledge of the impact of substance misuse on individuals, families and the wider community and be able to manage a client caseload safely and effectively. You will understand the impact of substance use and alcohol dependency and offer a range of interventions and support available to help people make their lives better.

You will work in a person-centred approach to support individuals who want to make changes to their lives by supporting them to access interventions that are important to them. This may involve an Opiate Substitute prescription and regular monitoring and assertive interventions are important to ensure the safety of the service user and the service as a whole. Good risk management skills are essential, as well as a strong ability to build meaningful relationships with our service users. This will enable SSJ to deliver our purpose to create engaging opportunities for growth and development for employees and our service user's alike. You will be responsible for a caseload of services users with a wide range of differing needs and levels of risk. You will be responsible for the safeguarding, safety and overall management for your caseload of clients ensuring you remain accessible, supportive and adaptable to meet the needs of each individual.

The role will be primarily based at The Recovery Hub in Southsea, but the work will involve visiting clients in other services or in their own homes and working alongside key partner agencies. This will be on a need's basis, as appropriate, and you will work within a flexible 37 hour working week including a rota of regular evening work and some work at weekends.

Specific Duties:

Service Users
1. Be responsible for managing a caseload of service users who will have a diverse range of needs and may require a variety of communication and relationship styles. 2. Complete assessments of service user's needs and circumstances and promote self-care alongside the interventions that are available. 3. Support service users to identify what's important to them and access meaningful activity, therapeutic interventions, including leisure activities, volunteering, training and employment. 4. Promote concepts of recovery and change to service users, emphasising the importance of healthy lifestyle choices and harm reduction. 5. Support the delivery of medical interventions to service users (Opiate Substitute Prescriptions) following Inclusions NHS's guidelines and practice and work closely alongside the medical and prescribing team at The Recovery Hub. 6. Work closely with our partner providers who deliver other medical interventions such as detox and link in with wider community resources and services. 7. Work in partnership with colleagues and other agencies, both statutory and voluntary, to provide safe and effective support for service users, their families and the wider community. 8. Ongoing risk management and assessment as and when a service users circumstances change. 9. Ensure communication with your caseload of service users is maintained by agreement based on request and risk. 10. Cover a duty role which promotes a service that is accessible and offers support when required by the service users. 11. Work in a family orientated way that includes the needs assessment of others, including children that may be affected by our service user's substance difficulties.

Finance and Administration
1. Account for and record all incoming monies in accordance with SSJ's Financial Procedures. 2. Keep clear and concise case records and a case management system. 3. Ensure all relevant service user information is uploaded to the appropriate IT system and is regularly updated.

Health and Safety

1. Participate as required in all regular health and safety checks and procedures.
2. Ensure that all accidents and incidents are reported following the correct procedures.
3. Ensure that all safeguarding concerns involving service users and children are reported following the correct procedures.
4. Adhere to SSJ's Health & Safety Policy and follow all additional policies and procedures relating to health and safety contained within the Health and Safety Management System, with specific regard to your responsibility under the Health and Safety at Work Act 1974 that requires you to be responsible for your own health and safety at work as well as that of those around you (colleagues, clients, visitors etc.).

Additional Requirements:

1. Support the Team Leader and Senior Recovery Workers to embed a positive, professional and respectful working culture.
2. Support the Team Leader and Senior Recovery Workers to protect environments for critical and reflective thinking and self-care.
3. Engage and participate in staff meetings, one to one supervision and other meetings as directed by your Line Manager.
4. Participate in achieving an excellent standard of service delivery for employees and service users alike.
5. Participate in our culture of learning and development by contributing ideas into the services development.
6. Attend all training courses as directed by your Line Manager.
7. Adhere to all of SSJ's Policies and Procedures when undertaking any work for and on its behalf.
8. Willingness to work flexibly in order to meet the needs of the service which will include evenings and occasional weekend working.
9. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service.

Experience, Knowledge and Ability – Our ideal candidate would be able demonstrate the following:

Experience or understanding of working with people with histories of homelessness, mental health and substance misuse problems

Understanding of harm minimisation, sexual health, HIV and Hepatitis prevention and health promotion

Experience of liaising with statutory and voluntary organisations in relation to the support and care of vulnerable people
Experience of developing and reviewing recovery plans
Understanding of the difficulties faced by those with alcohol and substance dependency and withdrawal
Understanding of the diverse needs of clients with substance misuse issues and mental health problems and knowledge of harm minimisation and treatment options
Understanding of modern psycho-social interventions, including ACT, Mindfulness, CBT and concepts such as recovery capital and harm reduction
Knowledge of other local organisations providing support and interventions to people with complex needs
Knowledge of safeguarding and protection procedures and protocols for vulnerable adults and Children
Understanding of lone working procedures and staying safe at work
Understanding of confidentiality and data protection
Understanding of Equality and Diversity, in relation to both employment of staff and access to services by clients
Understanding of risk assessments and risk management and how to manage difficult and challenging behaviour
Experience of working with domestic abuse and understanding of how to identify and support people who may be experiencing this
Excellent listening, verbal and written communication skills to enable effective communication with staff, service users and external agencies

The SSJ Competency Framework

SSJ uses a Competency Framework as part of its recruitment procedures. The SSJ Competency Framework identifies specific competencies that staff in each job role are required to demonstrate. As well as being able to demonstrate the experience, knowledge and abilities required for the role, all staff are required to demonstrate competencies that contribute to each area identified in the Framework Model below:



Competencies – Substance Misuse Recovery Worker:
1. Proactive to engage and sustain relationships with people who are using substances and are accessing our services to help make their lives better 2. Good time management skills and the ability to work alone and as part of a team. 3. Confidence and ability in using IT systems, email and modern technology to communicate with people. 4. Trauma Informed and Compassionate approach to dealing with individuals with complex needs and challenging behaviour. 5. Able to maintain professional boundaries at all times and demonstrate self-awareness at all levels. 6. Able to use own initiative to respond to emergencies and other unexpected situations. 7. Able to communicate in all ways effectively with service users, colleagues and external agencies.