

JOB DESCRIPTION

Main responsibilities

JOB TITLE	Criminal Justice Substance Misuse Recovery Worker
SERVICE PROVISION	The Recovery Hub
SCALE RANGE	22 - 26
CONTRACT TYPE	37 Hours Full Time, permanent
LINE MANAGER	Senior Recovery Worker
DATE OF ISSUE	August 2026

The role will require experience of working with people who have experienced trauma, substance misuse and mental health client groups, have knowledge of criminal justice services including having an excellent knowledge of the impact of substance misuse on individuals, families and the wider community. You will be able to support and manage a caseload of clients safely and effectively who will have a wide range of needs, risks and differing levels of motivation to change or engage in treatment. You will understand the impact of substance use and alcohol dependency and be skilled to offer an array of suitable and psychologically informed behaviour change interventions. This will include monitoring medical Opiate Substitute Prescriptions, completing drug screenings of urine and saliva samples, explore Psychosocial support options and through one-to-one support, your work should help people towards making their lives better. You will work closely with Portsmouth criminal justice services and will be based from a range of different locations as directed by your line manager. These locations will include; Portsmouth Probation, Court teams, IOM offender management and Portsmouth custody. You may also need to travel to prisons to meet people on release from their custodial sentences to help minimise risk of relapse and potentially fatal overdose once people begin integrating back into the community.

You will work in a holistic and person-centred approach to support individuals who want to make changes to their lives by investing in professional relationships to help understand people's needs and understand goals and interventions that are important. Working assertively to engage hard to reach people and clients who are resistant to treatment are important skills and workers often need to be tenacious in their approach. Good risk assessment and management skills are essential, as well as a strong ability to build meaningful and trusting relationships with people. Your work with people will help keep clients safe with underpinning foundations of recovery, change and harm minimisation techniques. This will enable SSJ to

deliver our purpose to create engaging opportunities for growth and development for employees and our service users alike.

The role will be based at The Recovery Hub in Southsea, but the work will involve taking on lead positions within the criminal justice substance misuse team and colocation and visit clients with other services or in client homes and working alongside key partner agencies. 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 many of these will be involved with the criminal justice system. 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, including leisure activities, volunteering, training and employment, with an aim to reduce reoffending. 4. Promote concepts of recovery and change to service users, emphasising the importance of healthy lifestyle choices and harm reduction. 5. Be confident to deliver good quality one to one's interventions and using models and theories of behaviour change including Motivation Interview, ACT, CBT, Brief Advice Interventions and 12 step fellowships. 6. Support the delivery of medical interventions to service users (Opiate Substitute Prescriptions) following NHS's guidelines and practice. 7. Work closely with our partner providers who deliver other medical interventions such as detox and link in with wider community resources and services. 8. 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. 9. Be responsible for accurate report writing and attending court with DRR/ATR clients in a professional capacity. 10. Ongoing risk management and assessment as and when a service users circumstances change. 11. Cover a duty role which promotes a service that is accessible and offers support when required by the service users including a weekend rota for visiting the custody suite for arrest referral. 12. Ensure communication with your caseload of service users is maintained by agreement based on request and risk.

13. Work in a family orientated way that includes the needs assessment of others (including children) that may be affected by our services users 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.
3. Keep clear records when advocating for clients to access funded interventions such as residential detox and rehab and keep clear recorded audit trails with financial authorisation from decision makers.
4. Keep clear records and proof of spends for any applications for work related expenses as outlined in SSJ's policies and procedures.
5. 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 Recovery Hub Team Leaders and Senior Criminal Justice Recovery Workers to embed a positive, professional and respectful working culture.
2. Support the Recovery Hub Team Leaders and Senior Criminal Justice 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 regular evening and 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 – the successful candidate must be able demonstrate the following:

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

Experience or understanding of working with people involved in the criminal justice system and an understanding of Integrated Offender Management, Probation and Court Orders such as Drug Rehabilitation Requirements and Alcohol Treatment Requirements.

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 involved within the Prison Throughcare system

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

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 – Criminal Justice Recovery Worker:

1. Excellent time and diary management skills and the ability to work alone and as part of a team.
2. Able to manage a caseload of clients with a variety of differing complexities, needs, risks and motivation to change or engage with treatment.
3. Confidence and ability in using IT systems, email and the modern technologies to engage with services and service users.
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. Have high self-awareness and reflective skills to recognise your own resilience and when additional support might be needed for you to do fulfil your role whilst working with other people's complex trauma
7. Able to use own initiative to respond to emergencies and other unexpected situations.
8. Able to keep a high standard of case records and communicate in all ways effectively with service users, colleagues and external agencies.