



## JOB DESCRIPTION

<b>Title:</b>	<b>Recovery Coach (Substance/Alcohol Misuse)</b>
<b>Base:</b>	<b>1 position in Kirklees, 1 position in Calderdale</b>
<b>Hours:</b>	<b>37.5 hours per week, flexible working hours.</b>
<b>Salary:</b>	<b>£20,710 - £26123 per annum</b>

### Role Summary:

- The primary role is to develop and co-ordinate the capacity of substance misusers to contribute to their own welfare and recovery from substance related harms as part of an expanding programme of self-help activities.
- To work proactively and effectively with the multi-disciplinary team to ensure that substance users are getting the best possible outcomes.
- Help clients develop the skills to achieve drug/ alcohol free lifestyles.
- Develop clients' motivation to achieve drug/ alcohol free lifestyles.
- Assist clients to take advantage of a range of health and social well-being services.
- Encourage clients to take advantage of support groups and community organisations.

### Job Description/Main Duties and Responsibilities

- 1) To contribute to assessments as part of multi-agency team within agreed timescales.
- 2) To deliver a structured therapeutic support programme in conjunction with TBRP ethos and guidance.
- 3) To provide one-to-one key working and support, using effective communication skills and techniques such as motivational interviewing, solution-focused brief therapy, cognitive behavioural therapy and 12-step.
- 4) To contribute to regular reviews of the client with partner agencies (where appropriate) and the multi-agency team
- 5) To maintain records of the client attendance and participation in the group programme.
- 6) To explore, implement and supervise a range of approaches, activities and exercises, which are designed to promote health, and support individuals through community detoxification/stabilisation and recovery.
- 7) To work with session staff, housing support and employment and training services to ensure service users can benefit from routes into secure tenancies and employment that lead to meaningful and productive lives.
- 8) To work closely with treatment partners to ensure robust pathways into detoxification support and abstinence based programmes and access to local recovery communities.



- 9) To utilise recording and statistical systems to collect and collate data and to ensure that all administration, case recording, written reports etc are maintained to agreed standards.
- 10) Assist and carry out appropriate screening processes including urine and saliva tests.
- 11) To utilise a flexible approach and where required participate in activities and tasks which directly respond to client need.
- 12) To uphold all Basement Project policies and procedures and actively promote equality of opportunity in the course of your work.
- 13) To maintain a safe and welcoming environment ensure health and safety standards are adhered to.
- 14) Ensure regular consultation with service users.
- 15) To contribute positively to relevant internal and external forums.
- 16) To collaborate effectively with partner agencies and bring a proactive approach to partnership work. Participate in providing an open access (duty) service, supplying crisis intervention, information, advice on all aspects of substance/alcohol misuse.
- 17) Receive regular supervision and maintain a current knowledge of appropriate interventions with regard to substance/alcohol misusing clients.
- 18) To undertake any other duties as instructed by the management team that will contribute to fulfilling the project aims.
- 19) Maintain a client caseload and liaise internal and external partners.
- 20) Assertively support connections to community based, mutual self-help groups.
- 21) Attend training, conferences and meetings as appropriate or as requested.
- 22) To attend staff meetings and other internal meetings as appropriate.
- 23) To work flexible within the service to deliver the service outcomes for clients.

## Essential criteria:

- ✓ Experience of working with substance/alcohol misuse issues and a clear understanding of the need for and ability to deliver quality services.
- ✓ Experience of developing and delivering therapeutic support programmes including 12-step model
- ✓ Knowledge of the issues facing substance/alcohol misusers including appropriate medical interventions, social care and health issues.
- ✓ Ability to assess and care plan service users and formulate written reports as necessary.
- ✓ Community based support practices.
- ✓ Maintain professional boundaries and work effectively with partnership agencies.
- ✓ Demonstrate skills to undertake administrative duties.
- ✓ Confidence to work on own initiative as well as part of the team
- ✓ Experience of contributing to project development.
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**And the ability to:**

- ✓ Communicate confidently and effectively, verbally and in writing.
- ✓ Respond flexibly to the demands of the post.
- ✓ Use motivational interviewing techniques
- ✓ Understand and have a commitment to the principles of equal opportunity and diversity.
- ✓ Employ a professional, empathetic and non-judgmental attitude towards service users.
- ✓ Show commitment to facilitating positive outcomes for service users.

**Desirable criteria:**

- ✓ Professional qualification in substance misuse, counselling or social work and / or relevant experience.
- ✓ Knowledge of models of Recovery
- ✓ Access to own transport (non-essential).
- ✓ Knowledge of local services and geography.

**This post is subject to an Enhanced DBS check.**

**Amendments: This description conveys the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.**

**For more information, please visit <http://thebasementproject.org.uk/about/careers/>**