

JOB DESCRIPTION

Title:	Recovery Navigator (ETE Service - Kirklees) 2 Part-Time Posts
Base:	Kirklees (Required to work across Kirklees, carrying out work within the premises of substance recovery providers e.g. Lifeline, The Corner, On-Track, Locala)
Hours of work:	22.5 hours per week
Contract:	Fixed Term Contract (July 2016)
Salary:	£9.00 ph.
Responsible to:	ETE Team Lead
Supervision:	ETE Manager
Reports to:	TBRP CEO

Role Summary:

The Navigator is responsible for engaging new individuals onto the service by working closely in partnership with recovery providers and with people in recovery from substance misuse, and for contributing to the wider aims of the service formed by a partnership between The Basement Recovery Project and Horton Housing. The Navigator will ensure the service is well known, visible and accessible to potential beneficiaries and will provide to these throughout the Kirklees district Information Advice and Guidance. The Navigator will undertake signposting and referrals to all. Where a brief assessment indicates it is appropriate referral will be made to an Employment Caseworker, a colleague within the partnership service.

JOB DESCRIPTION/MAIN DUTIES AND RESPONSIBILITIES:

- 1) Ensuring that professional boundaries are maintained at all times.
- 2) Engage people at different points in their recovery from addiction into considering learning and employment
- 3) Undertake brief holistic assessments to ascertain motivation and readiness to gain paid employment.
- 4) To refer all work ready individuals to the service's Employment Caseworkers as per agreed mechanisms.
- 5) To publicise and promote the elements of the service, including recruiting to specific job-searching sessions, organised training sessions and volunteering programmes.
- 6) Agreeing and delivering 'drop-in' advice sessions at partner agencies and contributing to the review of their effectiveness.
- 7) Delivering information about the service to professionals individually and in groups.
- 8) Delivering specialist information and advice and guidance on learning, tailored to the needs of people in recovery from addiction.
- 9) Using 1 to 1 meetings to support individuals to identify their own skills, and to inspire and motivate individuals to take a positive mental attitude to re-joining the workplace.
- 10) Providing referral, signposting and support to overcome barriers to learning.

- 11) Maintaining accurate records.
- 12) Managing information on training and employment opportunities and other organisations held to ensure it is current, relevant and inclusive for the target customer group.
- 13) Providing co-facilitation support to Employment Caseworkers delivering group sessions
- 14) Provide coaching and mentoring support to volunteers.
- 15) Responsible for leading on volunteering on behalf of the project, including pro-actively sourcing volunteering opportunities, creating Service Level Agreements (SLA's) with volunteering providers/ brokers.
- 16) Promoting volunteering within the service and internally publicising volunteering opportunities sourced.
- 17) Undertaking relevant training as required.
- 18) Any other duties that from time to time may reasonably be required.
- 19) Undertaking the above duties in accordance with policies.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

This Job Description should be considered alongside the Person Specification for this post and the Competency Framework applicable to this level within the organisational structure.

Person Specification

General:

- ✓ Be at least 18 years old and of sufficient emotional maturity to take on a similar supportive role.
- ✓ Be committed to the ethos of TBRP.
- ✓ Be committed to the principles of diversity and equality.
- ✓ Be committed to the re-integration into the community of ex-offenders.
- ✓ Be able to work in a flexible, non-judgmental way.
- ✓ Have good interpersonal and communication skills.
- ✓ Be a good listener.
- ✓ Be able to work in a person-centered way.
- ✓ Be well organised and resourceful.
- ✓ Be able to work in partnership with other members; staff, volunteers and other agencies.
- ✓ Have basic IT skills.

Essential Criteria:

- ✓ Experience of working with substance/alcohol misuse issues and a clear understanding of the need for and ability to deliver quality services
- ✓ Knowledge of the issues facing substance/alcohol misusers including appropriate medical interventions, social care and health issues
- ✓ NVQ Level 3 in health & social care (minimum)
- ✓ Maintain professional boundaries and work effectively with partnership agencies

And the ability to:

- ✓ Communicate confidently and effectively, verbally and in writing
- ✓ Respond flexibly to the demands of the post including some out of hours work
- ✓ Understand and have a commitment to the principles of equal opportunity and diversity
- ✓ Employ a professional, empathetic and non-judgmental attitude towards service users
- ✓ Ability to advocate on clients behalf as appropriate
- ✓ Ability to support clients in a range of area's including housing, welfare benefits and accessing education, training and employment
- ✓ Show commitment to facilitating positive outcomes for service users

Desirable criteria:

- ✓ Ability to assess and care plan service users and formulate written reports as necessary
- ✓ Demonstrate skills to undertake administrative duties
- ✓ Confidence to work on own initiative as well as part of the team
- ✓ Experience of developing and delivering therapeutic support programmes including 12-step model
- ✓ Knowledge of models of Recovery
- ✓ Knowledge of local services and geography

This post is subject to a DBS (formerly CRB) Disclosure at an Enhanced level.

Specific standards (DANOS related where appropriate) for this role include:

AA6	Promote choice, well being and the protection of all individuals
AA2	Relate to, and interact with individuals
AA3	Support individuals to access and use services and facilities
AA4	Promote the equality, diversity, rights and responsibilities of individuals
AB2	Support individuals who are substance users
AB3	Contribute to the prevention and management of abusive and aggressive behaviour
AB4	Contribute to the protection of individuals from harm and abuse
AB5	Assess and act upon immediate risk of danger to substance users
AB8	Contribute to assessing and act upon risk of danger, harm and abuse
AC1	Reflect on and develop your practice
AC2	Make use of supervision
AC3	Contribute to the development of the knowledge and practice of others
AD1	Raise awareness about substances, their use and effects
AD4	Develop and disseminate information and advice about substance use, health and social well-being
AG3	Assist in the transfer of individuals between agencies and services
AH4	Support individuals to undertake and monitor their own health care
BA3	Contribute to the development of organisational policy and practice
BB1	Promote your organisation and its services to stakeholders
BD3	Support the health and safety of yourself and individuals
BE2	Receive, analyse, process, use and store information
BE4	Supply information for management control
BI5	Promote effective communication for and about individuals
BI1	Develop productive working relationships
BI6	Develop and sustain effective working relationships with staff in other agencies
BI7	Participate in inter-disciplinary team working to support individuals

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