



Job Description

Service	Catalyst in partnership with i-access
Job Title	Community Drug and Alcohol Worker
Reports to	Senior Worker
Location	In locality Hubs – North West (Chertsey) and Guildford
Salary	£19,000-£24,000
Organisation	Catalyst is a non-profit organisation working with people who are dealing with issues stemming from drug and alcohol misuse and mental health. We believe in peoples' ability to change and are proud of our non-judgmental ethos.
Purpose of Job	<p>To engage/re-engage, refer, and support dependent alcohol users and problematic drug users to access evidenced based harm reduction, treatment and recovery support to initiate recovery, build and/or utilise recovery to move into long term sustained recovery and social (re)integration.</p> <p>To be part of an integrated County-wide substance misuse service (tier 2, 3 and 4) specifically for alcohol dependence and problematic drug use, and complex needs (physical health, mental health, pregnancy, may also include learning disability, safeguarding and complex detoxes)within a range of treatment and recovery pathways.</p> <p>The focus of all interventions will be:</p> <ul style="list-style-type: none"> • To reduce drug and alcohol related harm to the individual and wider community • To promote healthier lives, wellbeing and active citizenship • To promote and support individuals into both abstinence based and medically assisted forms of recovery • To contribute to effective case management and coordination covering areas of risk, problematic behaviour, housing, social functioning, employability, psychological and physical health • To promote carer, service user and community involvement • To use evidenced based interventions based on best practice guidelines • To contribute to the overall performance of the integrated service to ensure that contractual output targets are achieved.

Key Activities:

- To work as member of a multidisciplinary team in partnership to deliver an integrated substance misuse service.
- To promote anti-discriminatory practice, and challenge prejudice and stigma associated with substance use in a professional manner.
- To provide needle exchange, naloxone, and harm reduction advice at clinic hubs and in the community, and record activities on Harm Reduction database.
- To deliver overdose prevention training.
- To provide harm reduction advice, information and support to reduce drug and alcohol related deaths and blood-borne virus infections, with an emphasis on safer drug and alcohol use, safer sex, and reduction of HIV, Hep B, Hep C infection.
- To engage with dependent alcohol users, high-risk drinkers with complex needs, and problematic drug users, and facilitate access to assessment, treatment and recovery options in the community hubs.
- To conduct assessments, risk assessments and co-produce care plans and reviews with clients.
- To proactively re-engage service users who are at risk, have dropped out of treatment and recovery activities by undertaking home and community visits, and using motivational techniques to bring people back into treatment.
- To provide one-to-one sessions using evidence based motivational and structured psychosocial interventions to engage and re-engage people into treatment and recovery.
- To facilitate, co-ordinate and run SMART Groups.
- To co-facilitate other treatment groups with i-Access staff.
- To actively promote and support peer recovery and activities
- To use SystmOne to input information and notes to update any changes in needs, risk assessments, goals and care to facilitate the development of personal support with clients.
- To signpost and make appropriate onwards referrals with consent to meet needs not addressed by the integrated service.
- To provide continuity throughout recovery, for example engaging with a person from a point of crisis, engaging the client with Safe Haven, accessing CMHRS, providing support for those engaged with and leaving CMHRS as well as linking into local wellbeing services and activities.
- To liaise with non-statutory agencies, GPs, mental health services, social care and other appropriate stake holders.
- To maintain high standards, ensuring client records are regularly updated and maintained both electronically and paper copies (where appropriate).
- To accept responsibility for own personal safety by working to Service policy and procedures.
- To attend staff meetings, appraisal, supervision and training events as required.
- To transport clients following risk assessment to appropriate appointments

- To work within Catalyst's policies and procedures at all times, and stated partnership policies and procedures, paying particular attention to confidentiality, consent, information sharing, safeguarding and, health and safety.
- To carry out any other duties which are reasonably required by Catalyst.
- To record and input client data and information in order that the service operates within contractual, administrative and financial requirements.

General terms of reference:

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required which will include evening and weekend work. The post is full time for 35 hours a week - some weekend or evening work may be required.
- Seek to improve personal performance, outcomes, contribution, knowledge and skills.
- Participate in team meetings, appraisal, workforce development and supervision processes.
- Keep abreast of developments in services, legislation and practice where appropriate.
- Contribute to maintaining safe systems of work and a safe environment.
- Represent Catalyst at external agencies and support the values, workings and ethics of the Catalyst approach to client work.
- A full UK driving licence is required with regular access to a vehicle. Business insurance a necessity to cover transporting clients.
- Undertake other duties appropriate to the grade of the post.
- Catalyst operates a no smoking policy on the premises which also prohibits the smoking of e-cigarettes

Equal Opportunities Statement

We acknowledge the unique contribution that all Catalyst employees and clients can bring to our organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.

This post is subject to the Disclosure and Barring Service (DBS) check at an enhanced level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.

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

Person Specification

	Essential	Desired
Qualifications and experience		
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health, Health and Social Care (level 3) NVQ's level 3+ or DANOS level 3 and/or a minimum of 2 years community experience of drug, alcohol, mental health work	✓	
Registration		
If holding a professional qualification to maintain up-to-date professional registration i.e. BACP, HCP, BPS (or recognised equivalent)		✓
General		
A full driving licence and insurance for business use including transporting clients.	✓	
Ability to work flexibly across operational hours and evenings and weekends, where required	✓	
To work co-operatively as part of a multidisciplinary team (statutory and voluntary) from a service hub in one of 3 locations and to travel to and from a number of different locations on a daily basis.	✓	
Knowledge and skills		
An understanding and ability to work to the confidentiality, consent, information sharing and safeguarding policies of the integrated service.	✓	
Good communication and written skills and a commitment to accurate and confidential record keeping	✓	
Ability to interact effectively with the client group, colleagues and other professionals whilst retaining clear boundaries.	✓	
An understanding of harm reduction, recovery, and evidence based interventions for services users with problematic drug use and/or alcohol dependency.	✓	
Experience of facilitating or co-facilitating group work.	✓	
Knowledge and understanding of community working, lone working, and ability to maintain safety whilst working in the community.	✓	
Ability to work to all the policies, procedures and standards of the Service and joint working arrangements with key partners.	✓	
A good understanding of personal limitations, ability to identify when to seek advice and support, and deal with issues which may provoke strong emotions in an objective and professional manner i.e. child	✓	

Person Specification

protection.		
Ability to manage any challenging behaviour, anger and verbal aggression from clients.	✓	
Information Technology		
Manual dexterity to use computer keyboard and mouse.	✓	
Proficient in Microsoft Word, use of email, Outlook, and basic excel skills.	✓	
Ability to enter data onto a database as required by the Service and Commissioners.	✓	