

Job Description

Service	Catalyst
Job Title	Senior Worker
Reports to	Operations Manager (Drugs and Alcohol)
Location	Woking - North West Surrey Team
Salary	£28,000 + based on experience
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>The Senior Worker will be responsible for the line and operational management of a team of Community Drug and Alcohol Workers providing community support to engage/re-engage, refer, and support 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>The Senior Worker will conduct assessments, develop care plans, provide interventions and co-facilitate groups with team members and peers.</p> <p>The Senior Worker will ensure that clients consistently receive high quality services that adhere to best practice guidelines and achieve high professional standards. The post-holder will be responsible for the performance management and ongoing development of the service and staff, to ensure that contractual output targets are achieved.</p> <p>The Senior Worker will be required to provide appropriate direction, supervision and appraisal of the Community Drug and Alcohol Workers. Monitoring of data generated by the Project and reporting of information is required in order that the service operates within contractual, administrative and financial requirements.</p>

Key Activities:

- Liaise with Catalyst Leadership and Management Teams, i-access service leads, service users, Catalyst staff, partner agencies and other relevant stakeholders to ensure the smooth and effective running of the service.
- Work as a member of the multidisciplinary team in the delivery of an integrated substance misuse service.
- Ensure effective performance management through data collection, reporting and analysis to ensure targets are met.
- Conduct assessments, care plans and provide appropriate interventions in line with service care pathways.
- Provide evidenced based interventions to support client care plans.
- To ensure that all harm reduction practices and the Needle Exchange Provision is delivered in line with the evidence base and meets all health and safety policies and procedures.
- Co-facilitate treatment SMART groups.
- Complete regular caseload reviews with the Community Drug and Alcohol Workers to ensure clients are progressing against their care plans in a timely manner, agreeing remedial action as required.
- To lead on and supervise all re-engagement practice undertaken by the Community Drug and Alcohol Workers.
- Provide line-management, supervision and leadership to achieve performance outcomes in line with service level and contractual requirements.
- Run weekly team meetings to allow the sharing of ideas and best practice in progressing clients.
- Ensure the team are providing appropriate development of the client care plan post referral, updating and developing this to achieve social inclusion by breaking down barriers.
- Ensure performance improvement plans and actions are put in place and recorded for all staff being managed that do not consistently perform above agreed organisational expectation.
- Ensure that constructive, positive and supportive relationships are maintained with relevant partners, user representatives groups, advisory groups and committees.
- Ensure all placements; i.e. student, volunteers and peer mentors are delivered in line with service policy and practice.
- In conjunction with the **Management Leadership** Team, identify areas of potential service development across the Service.
- Oversee the monitoring and evaluations of the service offered to clients and actively engage, involve and consult with clients regarding on-going service development.
- Promote and publicise the Service and pathways robustly and continue to develop referral and access opportunities with key services to ensure the service maintains and increases its client base.

- Ensure the safety of all staff and clients by implementing stringent risk assessment procedures, and monitoring the maintenance of health, safety and security procedures in the working environment.
- Ensure that Equality of Opportunity policies and anti-discriminatory practice are adhered to and fully implemented at all times and that all practice positively promotes Catalyst's commitment to valuing diversity.
- 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 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 that are reasonably required by Catalyst.

Person Specification

	Essential	Desired
Qualifications and experience		
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health or, Health and Social Care (level 3), NVQ's (level 3+). and/or a minimum of 3 years community experience of drug, alcohol, and mental health work	✓	
Qualification and/or training of managing individuals and teams	✓	
Qualification and/or training in group work	✓	
Qualification and/or training, and experience of supervision of staff	✓	
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.	✓	
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		

Person Specification

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 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.	✓	

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.

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.