

## Job Description

<b>Service</b>	<b>Catalyst</b>
<b>Job Title</b>	<b>Substance Misuse Outreach - Navigator</b>
<b>Reports to</b>	<b>Service Manager HOST</b>
<b>Base</b>	<b>Guildford</b>
<b>Salary</b>	<b>£ 24,000 WTE - pro rata for 3 days a week</b>
<b>Organisation</b>	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.
<b>Project</b>	<b>Substance Misuse Outreach</b>
<b>Purpose of Job</b>	<p>The Substance Misuse Outreach (SMO) Navigator is funded by the MHCLG Rapid Rehousing Pathway 2 initiative and commissioned by Guildford Borough Council to have a positive impact on rough sleeping numbers and on the entire pathway. The Navigator would work with people who have substance misuse issues and who are:</p> <ul style="list-style-type: none"> <li>• Current rough sleepers</li> <li>• Recent rough sleepers placed in short term accommodation</li> <li>• Former rough sleepers at imminent risk of returning to rough sleeping.</li> </ul>

This one year project is for a SMO Navigator (covered by 2 part time roles) to work with a minimum of 60 people over the first year, supporting no more than 20 people at one time.

The SMO Navigator would be co-located with the Rough Sleeper Outreach Team in Guildford town centre. The seconded Mental Health Social Worker is also based here which would support effective liaison between statutory Mental Health and Substance Misuse Services.

There is an element of crisis response to this role and also anti-social hours at times, so some evening work may be required.

### Key Activities:

- To engage rough sleepers identified via Streetlink and through local rough sleeper reporting arrangements.
- To work as part of Homeless Outreach and Support Team (HOST) and work in partnership with the Police, Community Safety and town rangers to locate and engage rough sleepers.
- To provide substance misuse advice, information, and harm reduction based on individuals needs

- To provide support to secure and sustain ongoing engagement with i-access (drug and alcohol treatment)
- To providing advice and information to staff within services that support rough sleepers?
- To create early intervention links with the Housing Officer (HM Prison & Probation Service), OPCC – Rough Sleeper Outreach, Catalyst - High Impact Complex Drinkers, Specialist Liaison Nurses (Royal Surrey County Hospital), i-access (substance misuse treatment), Indigo Project (Rough Sleeper mental health outreach).
- To support rough sleepers from their first contact with services giving a continued single point of contact and support through the pathway system to settled accommodation.
- To conduct continuous risk assessment and develop and update risk management plans with HOST and other partners.
- To deploy tools, such as personalised budgets for individuals and to support clients to stabilise their behaviours, improve quality of life and reduce harms.
- To support individuals in their recovery to find employment, undertake training, develop budgeting skills, cultivate positive social circles and be better equipped to maintain their accommodation and independence and avoid returning to the street.
- To transport clients to appointments as required and support clients at assessments and ongoing appointments where appropriate and if needed.
- To keep up-to-date records, data and outcomes in line with the service contract.

### Person Specification

	Essential	Desired
<b>Qualifications and experience</b>		
A diploma or degree in appropriate subject i.e. counselling, psychology, social work, probation, mental health, Health and Social Care (level 3) <b>and/or</b> a minimum of 2 years community experience of working with adults relating to mental health, drug and alcohol work, and accommodation issues.	✓	✓
<b>Knowledge and skills</b>		
An understanding of confidentiality, consent, information sharing, in line with GDPR.	✓	
A working knowledge of assertive outreach work, assessing and managing risk and Safeguarding, and policies and procedures supporting these.	✓	
A good working knowledge of substance misuse, harm reduction practices and referral pathways to treatment.	✓	
An ability to work with complex clients (alcohol, homelessness, mental health issues) in the community.	✓	

<b>Person Specification</b>		
A good working knowledge of housing legislation, homelessness issues, benefits, accommodation and housing options.	✓	
Skilled in providing support within a multi skilled/disciplinary approach within teams and with external organisations.	✓	
A working knowledge of supporting clients to access services such as: hostel/housing, benefits, mental health, physical health, and treatment services.	✓	
Good communication and written skills and a commitment to accurate and confidential record keeping on case management systems.	✓	
Ability to interact effectively with the clients, colleagues and other professionals whilst retaining clear boundaries.	✓	
Ability to work to all the policies, procedures and standards of the service and joint working arrangements with statutory and voluntary sector partners.	✓	
A good understanding of personal limitations, ability to identify when to seek advice and support, and deal with issues in a professional manner.	✓	
An understanding of data analysis, evidencing outcomes and evaluation of service provision		✓
<b>Information Technology</b>		
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	✓	
<b>General</b>		
A full driving licence and insurance for business use including transporting clients	✓	
Ability to work flexibly across operational hours and evenings where required	✓	
A passion for developing own skills/knowledge base through ongoing learning and development		

### **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.