

Job Description

Service	Catalyst in partnership with i-access
Job Title	Community Drug and Alcohol Worker
Reports to	Service Manager
Base	Woking – North West Locality Hub
Salary	£26,000 pro rata
Hours	Full time – 35 hours per week
Organisation	Catalyst is a non-profit organisation working with people who are dealing with issues associated with their mental health and wellbeing, and/or drug and alcohol use. 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

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.

Key activities:

- To work as a member of a multidisciplinary team in the delivery of 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 psycho-social 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 SystemOne 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 stakeholders
- To maintain high standards, ensuring client records are regularly updated and maintained both electronically and on paper (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 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
- 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
- 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

- Have a full UK driving licence with regular access to a vehicle and insurance with business use
- 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.

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		✓
A minimum of 2 years community experience of drug and alcohol 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	✓	
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 of 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 service 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	✓	

Person Specification

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		
Proficient in Microsoft Word, Outlook, and basic Excel	✓	
Ability to enter data onto a database as required by the Service and Commissioners	✓	

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.

Please note:

- This job description may be varied from time to time as agreed by the post holder and line manager.
- This job description is subject to annual review.

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

Unit number	Title
AA1	Recognise indications of substances misuse and refer individuals to specialists
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
AA6	Promote choice, well-being and the protection of all individuals
AB1	Support individuals who are distressed
AB2	Support individuals who are substance users
AB2.1	Enable individuals to adopt safe practices associated with substance use
AB2.2	Support individuals when they have used substances

Unit number	Title
AB2.3	Support individuals in reducing substance use
AB3	Contribute to the prevention and management of abusive and aggressive behaviour
AB4	Contribute to the protection of individuals from harm and abuse
AB4.2	Contribute to minimising the effects of dangerous, harmful and abusive behaviour and practices
AB8	Contribute to assessing and act upon risk of danger, harm and abuse
AC1	Reflect on and develop your practice
AC1.1	Reflect on and evaluate your own values, priorities, interests and effectiveness
AC1.2	Incorporate new knowledge and values about substances, their use and effects
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
AD1.1	Increase individual's knowledge and values of substances, their use and effects
AD1.2	Increase individual's knowledge and understanding of substances, their use and effects
AF1	Carry out screening and referral assessment
AF2	Carry out an assessment to identify and prioritise need
AF3	Carry out comprehensive substance misuse assessment
AG	Plan and review integrated programmes of care for substance misusers
AG1	Develop, implement and review care plans for individuals
AG2	Contribute to care planning and review - you will be expected to contribute to the assessment of individual needs and preference and to the development, implementation and review of care plans
AG3	Assist in the transfer of individuals between agencies and services
AG4	Retain individuals in contact with substance misuse services
AH3	Supply and exchange injecting equipment for individuals
AH4	Support individuals to undertake and monitor their own health care
AI	Deliver services to help individuals address their substance use
AI2	Help individuals address their substance use through an action plan
AI1	Counsel individuals about their substance use using recognised theoretical models

Unit number	Title
AK3	Enable individuals to access housing and accommodation
HSC347	Help individuals to access employment
HSC348	Help individuals to access learning, training and development opportunities
AJ1	Help individuals address their offending behaviour
AJ2	Enable individuals to change their offending behaviour
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