



## Job Description

<b>Job Title:</b>	Substance Misuse Practitioner
<b>Employed by:</b>	Saltbox
<b>Based at:</b>	Bemersley House, Hanley, ST1 1DY
<b>Salary:</b>	£24,000-£25,000 per annum depending on qualification and experience.
<b>Hours:</b>	35 hours per week (flexible/part time will be considered)
<b>Responsible to:</b>	Director of Services
<b>Contract:</b>	2 year Fixed Term - Subject to six-month probationary review
<b>Recruitment:</b>	This post is subject to a satisfactory DBS check and references
<b>Benefits:</b>	Pension 6 weekly supervision via our Staff wellbeing service Holiday entitlement: 24 days per annum plus bank holidays

### Purpose of the Role:

Working with service users to support social (re)integration, enabling them to lead meaningful and purposeful lives: promoting recovery, resilience, peer support, and self-determination. Supporting service users from point of entry into the service and through their treatment/recovery journey to have better access to treatment and support for their substance misuse. Providing assessment, recovery planning and onward referral. Providing advocacy for access to partnership services.

### Summary of Main Duties:

- Engage people who have substance misuse problems and provide them with advice, support and recovery focused structured interventions to support their recovery and primary health care needs.
- Reducing drug and alcohol related harm to service users and the wider community.
- Further develop Saltbox's links with local recovery groups / mutual aid groups, to help individuals to develop their own recovery capital.
- Triage assessment and onward referral to a range of treatment/community support agencies.

- Work with specialist substance misuse services to support substitute prescribing regimes for those in Saltbox Supported Housing, to improve social functioning.
- Provide health education and health promotion regarding problematic alcohol and drug use and alcohol and drug detoxification, especially regarding harm minimisation, blood borne viruses and overdose prevention.
- Undertake physical and mental health assessments for people who access our services when indicated by clinical need and ensure appropriate sign posting/referral to primary care or appropriate secondary health care services for identified health issues (for nurses).
- Develop therapeutic alliances with people who have substance misuse problems and develop effective partnerships with them to support their individual recovery journeys, offering health promotion and harm reduction advice.
- To manage a caseload of clients in partnership with the Support Team.
- To include, where appropriate, support workers during assessment, reviews, care plans and engage through integrated key work.
- Support people to make the changes identified through the recovery care plan and ensure that all clients are receiving regular one-to-one support as identified in their recovery care plan.
- Carry out regular reviews and updating of recovery care plans in order to evidence progress taking place
- Implement effective communication protocols and referral pathways with through-care and relevant community agencies.
- Identify and assist in the development of, and deliver/arrange delivery of training packages on drug, alcohol or mental health related issues.
- To ensure that information relating to the service and service users is collected and processed within the database, to enable the provision of regular activity and outcome reports to the manager and senior management team as required
- Deliver full harm minimisation throughout all interventions, including facilitating specialist needle exchange.
- Promote carer, service user and community involvement.
- Support re-integration into meaningful activity.
- Demonstrate a positive recovery orientated ethos in all engagement.
- Collaborate and work professionally with service users, families and external agencies to provide a service which maximises outcomes for service users.

#### **General:**

- To work collaboratively as part of the wider Restart team, with partners, communities and people of all faiths and none
- To provide the line manager with regular reports and assessments including monthly performance information
- To adhere to the policies and procedure as specified by the Saltbox Trustees

- To undertake such other duties as may be required by your line manager and/or the Saltbox Management Team which are commensurate with the position

**Personal Responsibilities:**

- Commitment to ensuring the safeguarding and wellbeing of children and adults at risk, and maintaining an understanding of and commitment to best safeguarding practice.
- Undertake regular personal supervision and appraisal.
- Undertake training as identified by your line manager and/or the Saltbox Management Team.
- Promoting and understanding the values and vision of Saltbox. To understand what it means to you in your respective role, to your team and to service delivery.
- To assist with the delivery of support through the occasional 'hands-on' approach where necessary and appropriate.
- To effectively communicate and make sure that accurate information, data and advice is available when required.
- To ensure all aspects of performance are monitored, best practice is highlighted and corrective actions are taken to ensure that services meets their targets, develop and improve.
- To monitor and evaluate the effectiveness of the support service against agreed budgets, strategic targets and funding outcomes, making recommendations for improvements where appropriate.
- To ensure resources are well managed, safe to use, maintained in good condition
- Saltbox is committed to providing its staff with opportunities for personal and professional development. We provide an internal training and development programme and aim to keep staff up to date with new legislation and trends in social care work, with specialist training provided as required. Where appropriate, staff undertake external training courses in line with their development needs
- Saltbox is committed to the CPD of its Clinical Nurse and will provide opportunities for you to continuously develop your knowledge and skills framework to support you in achieving and maintaining NMC revalidation where relevant.



**Person Specification for (the role)**

Requirements		Essential	Desirable
<b>Skills / Knowledge / Experience</b>	Minimum of 2 years of experience working in the field of drug /alcohol and substance misuse	√	
	Experience of working in a position with those who suffer from discrimination and require support relating to housing and homelessness and at least one of the following: <ul style="list-style-type: none"> <li>• Offending or at risk of offending</li> <li>• Mental health and/or learning disabilities</li> </ul>		√
	A qualification in health/social care/community work e.g. NVQ Level 3 or above, DipSW, Mental Health Nursing, Counselling, Addiction Studies etc.	√	
	Knowledge and understanding of, addictions, drugs and alcohol misuse behavior change relevant therapies and interventions	√	
	Able to assess, plan, arrange, co-ordinate/implement care in response to identified need	√	
	Experience of completing documentation such as comprehensive risk assessments	√	
	Experience of creating person-centred care plans based on needs identified at assessment	√	
	Experience of partnership working and multi-agency liaison	√	
	Proficient use of IT, including Microsoft packages, email, databases, and ease of accessing these using a phone and a laptop	√	
	Confident to work in the community traveling to visit clients at their homes	√	
	Experience of delivering one to one and group learning interventions/activities relating to substance misuse and mental health		√
	Experience or knowledge of statutory and voluntary section partnerships and agencies that support vulnerable people in the local area		√

	Experience of maintaining accurate ongoing records, providing statistical information, project evaluation and maintaining an audit trail	√	
	Time management skills and the ability to meet the needs of several clients at one time. An organised, efficient and flexible approach to the job	√	
	Working in partnership with a team to enhance overall delivery of the service and ability to work independently	√	
	Experience of Outcomes Star as part of the development of a support plan for the client pathway		√
	The ability to initiate and sustain new ideas and methods of working		√
	Ability to adopt a supportive and motivating approach to the client group	√	
	Full driving licence and use of a car for work purposes	√	
<b>Personal Qualities</b>	<b>Results focus:</b> sets high work standards for self and demonstrates drive to meet targets		√
	<b>Customer/user orientation:</b> desire and willingness to address the needs of internal and external customers and clients; seeking continually to improve quality & standards of excellence	√	
	<b>Communication:</b> able to convey information clearly, accurately and convincingly through speech and/or in writing	√	
	<b>Teamwork:</b> contributes actively to a working environment, in which colleagues work co-operatively with each other, accepting collective responsibility	√	
	<b>Initiative:</b> Is proactive and able to use own initiative to move plans forwards with a “can do” attitude	√	
	<b>Planning and Organisation:</b> prioritise, organise & schedule activities & resources to ensure achievements of results		√
	Awareness and sensitivity of working with people from other faith communities and denominations		√



## **Other Information:**

### **Saltbox: Restart:**

Restart provides supported housing for those who are homeless or at risk of homelessness to make changes towards a better life. Our Clients have multiple and complex needs.

Saltbox is an organisation with Christian values and principles. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox, however staff are expected to behave in accordance with our Values and Guiding Principles, which are detailed below:

### **Values:**

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

### **Saltbox's Guiding Principles:**

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times