



Job Description

Job Title:	Trainee Recovery Worker – Haringey Rough Sleepers
Job Grade:	A3
Reports to:	Team Manager; Team Leader
Direct reports:	NA
Clearance required:	Enhanced DBS
Key stakeholders:	Haringey Addiction & Recovery Treatment Services ; Hostels and supported housing; In-patient and residential treatment providers

Workplace values

The post holder will be expected to live our workplace values which are:

- Honest: we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- Committed: we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- Inventive: we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

Job Purpose

To work as part of the Rough Sleepers Team and support service users to engage in treatment to attain their goals to address their substance use while learning the skills, knowledge and competence required to become an effective substance misuse recovery practitioner.



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Key accountabilities:

1.	Provide advice and information to service users who wish to access the service by providing accurate advice on the referral pathways into treatment.
2.	With the support / guidance of a manager or nominated Recovery Coordinator conduct both triage and comprehensive assessments with service users ensuring accurate collection and recording of information within the required format.
3.	Assess the complex needs of service users to identify risks and formulate robust risk management and recovery plans as well as monitor outcomes in partnership with service users.
4.	To build links with services within the treatment system to ensure clients access appropriate treatment and support. To build links with external services in the community that service users can use to build on their recovery capital.
5.	Ensure that any concerns about safeguarding children or adults at risk are reported immediately to the Safeguarding lead(s) and the Safeguarding procedures are followed
6.	Compile SMART recovery focused care plans and care plan reviews, aimed at improving the service users wellbeing, including compliance with Treatment Outcomes Profile (TOP).
7.	Provide a range of harm reduction information and advice including needle exchange.
8.	Encourage service user involvement and peer led activities.
9.	Support service users to gain access to services for clients with alcohol and drug issues including wrap around services and those relevant to building and sustaining recovery capital e.g. housing, ETE, JCP, mutual aid, parenting and family support.
10.	Maintain professional links with relevant organisations to ensure co-ordination of care, referral links, general information sharing and profiling of service.



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11.	Work collaboratively and in partnership with other voluntary agencies and statutory services and represent the Service and Organisation(s) in a professional manner.
12.	Carry and effectively manage a small caseload ensuring that appointments, casework and case recording are kept up to date.
13.	To deliver services at multiple sites and settings as directed by the Management.
14..	Undertake continuing professional development including participating in clinical supervision, performance reviews and attending training as/when required .
15.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework .
16.	Keep abreast of policy and professional development within your area of professional expertise.
17.	To promote, adhere to and live our workplace values of being honest, committed and inventive.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.



Person Specification

Technical/ Professional Qualifications	Essential or Desirable
A minimum 12 of months of working as a Peer Mentor, Peer Advisor, Volunteer within substance misuse services	E
Abstinent from alcohol and any other substances. (Applicants must have completed treatment and no longer using treatment services).	E
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Experience of using Management Information Systems	D
Knowledge/ Previous Experience	Essential or Desirable
A good understanding of the complex needs and problems that confront those with a history of problematic alcohol or drug misuse issues including physical, psychological, mental health, legal, parenting and family support needs.	E
Knowledge and understanding of good practice in relation to Safeguarding of children and adults	E
Carrying out assessments, recovery planning and formulating risk management planning.	D
Experience of managing a caseload	D
Competencies	



Person Specification

Lead and Inspire	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
Create and Innovate	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
Developing Our Talent	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
Impactful Communication	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
Delivering Results and Achieving Greatness	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
Service Excellence	Continues to build on Humankind's reputation within the industry, becoming a "provider of choice" recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
Working Together	Defines how we work with each other and our customers, partners, commissioners and stakeholders.