



Waythrough

Job Description

Job Title:	Apprentice Recovery Coordinator
Job Grade:	Apprentice
Reports to:	Senior Recovery Co-ordinator/ Active Team Manager
Direct reports:	N/A
Clearance required:	Enhanced DBS check
Key stakeholders:	Service users, multi-disciplinary team members, family members, Service Managers, Area Managers.

Workplace values

Waythrough (Formerly Humankind) launched in October 2024 following the merger of Humankind and Richmond Fellowship. Our vision is to break down the barriers that stop people getting the support they need to live a life they value. We tackle poverty and disadvantage in communities, through mental health, drug and alcohol, housing and related support.

We have almost 200 services around England – and nearly 3,500 amazing staff and volunteers who run them. Every year our services support around 125,000 people.

Bringing together two big organisations is not a small task and it'll take a while to fully integrate our systems, processes and approaches. That's why you will notice the jobs here are still branded 'Humankind'. Next year we'll be fully integrating our recruitment systems but for now they are separate.



Waythrough

Thanks for bearing with us – and don't forget to check out the Waythrough (Formerly Humankind) jobs on the Richmond Fellowship and Aquarius job site
https://recoveryfocus.wd3.myworkdayjobs.com/Recovery_Focus_Careers.

Job Purpose

To work as part of a team to learn and develop the required skills to provide collaborative recovery planning and case management to substance misusers (drug and alcohol) across all stages of an individuals' recovery journey, from assessment and engagement through to sustained recovery.

1

Key accountabilities:

1.	To study towards and achieve the Adult Care Worker Level 2 Apprenticeship Standard and complete required training in order to fulfil all other key accountabilities set out below.
2.	Work closely with the full range of workers and skills within the service team, including external agencies, family members and significant others as appropriate.
3.	Support Recovery Co-ordinators with carrying out triage/screening assessments and comprehensive assessments with service users.
5.	Support with facilitating service user access to treatment and community resources to increase recovery and social capital, supporting service users and their families within their local community.



Waythrough

6.	Work towards leading effective case management for allocated service users, including ongoing processes such as risk assessments, risk management plans and safeguarding assessments and plans. This includes the effective use of an online case management system.
8.	With guidance from the team reduce the impact of drug and alcohol related harm on family life and promote positive family involvement in recovery.
9.	Learn how to develop and deliver quality programs and packages of work/ psychosocial interventions that meet local need in one-to-one formats.
10.	Support delivery of key service functions through actively participating in drug screening, BBV testing and harm reduction interventions.
11.	Promote visible recovery across the service and ensure peer support opportunities are relevant and accessible for all service users.
12.	Undertake continuing professional development including participating in supervision, reflective practice groups, performance reviews and attending training as/when required.
13.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework.
14.	Maintain accurate and up to date records and reports and provide written and verbal reports as required.
15.	Keep abreast of policy and professional development within your area of professional expertise.



Waythrough

Job Description

16.	Work flexibly across operational sites and within an agreed number of hours to maintain appropriate service provision.
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



Waythrough

Technical/ Professional Qualifications		Essential or Desirable
Level 1 Functional skills (GCSE Maths & English grade 2/E or above) or willingness to work towards		E
Skills		Essential or Desirable
Ability to use Microsoft Office programmes		E
Knowledge/ Previous Experience		Essential or Desirable
Knowledge and an understanding of recovery and addiction.		D
Competencies		
Lead and Inspire	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.	



Waythrough

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.

2

Person Specification

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.
Safeguarding training required on start	