

Job Description Template

Job Title	Recovery Coordinator –Street Based Support Team
Function	Forward Leeds- Street Based Support Team
Department/Team	Forward Leeds
Reports to	Lead Practitioner
Direct Reports	N/A
Dimensions (budget, people span of control)	N/A
DBS Check Level Required	Enhanced
Grade/Job Evaluation Level	A3
Salary Banding	£24,020-£30,790 (A3)
Created/Reviewed date	01/05/2025

You will be working for

(Description of Waythrough and specifics of Service/Function/Office)

Waythrough 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.

Purpose of the Role

To work in a proactive role to minimise and prevent rough sleeping and begging within the local authority of Leeds by engaging and maintaining clients into treatment.

To support individuals to move into supported, more permanent accommodation.

To provide holistic support to adult service users and to coordinate their drug treatment, including assessment, recovery coordination, Psychosocial Interventions (PSI) delivery and multi-agency working.

As directed by the Lead Practitioner, the Recovery Coordinator will be an integral member of the dynamic multi-agency team developing comprehensive and tailored individual interventions.

Key Accountabilities

(List of accountabilities specific to this role)

- To co-ordinate and lead a pro-active solution focussed approach to service users identified as vulnerable and rough sleeping and/or begging with a view to engage them in appropriate services and move them away from street based lifestyles.
- To participate in patterns of shift work to maximise potential contact with service users through assertive outreach sessions. This may involve working unsociable hours.
- To work in close partnership with the Leeds city council street support team and Change Grow Live (CGL) Street Outreach team to assist service users with substance misuse issues to gain rapid access to advice/support/ treatment.
- To work closely and in partnership with the multi-disciplinary team from across the Forward Leeds partnership and externally and provide advice and guidance to managers and other colleagues, through attendance at reviews, team meetings, group supervision, telephone and remote working mediums.



- To work in partnership with housing agencies to ensure effective, appropriate planned move on for rough sleepers into more permanent accommodation.
- To work in partnership with YSHP to ensure rapid entry into treatment for service users.
- Comply with all monitoring and evaluation systems, collect and monitor information as appropriate and provide reports when required and actively contribute to the Partnership achieving successful outcomes for Service Users.
- Attend the Multi-Agency Review Board (MARB) to support coordination, partnership working and support of service users.
- To support service users in accessing information and services relating to their lifestyle and personal choices.
- Complete comprehensive assessments for clients.
- To carry a case load of complex service users and develop intensive personalised action plans (identifying goals, aspirations and recovery focused interventions) that ensure these service users are supported and discouraged from rough sleeping/ begging.
- To review each service user's action plan and facilitate them to lead in the process.
- Carry out drug and alcohol screening and BBV testing as required.
- To participate in multi-agency initiatives and shared working to reduce the level of street activity and its associated impact.
- To exercise excellent communication skills and therapeutic skills when dealing with Service Users, Carers, and Caring agencies.
- To identify and target entrenched rough sleepers/beggars, including those unwilling to engage in services.
- To meet challenging targets involving accessing sustainable accommodation options for service users and providing regular reports on progress.
- To lead, facilitate and participate in case conferences and safeguarding procedures where appropriate.
- To maintain comprehensive records on service users, updating case notes and databases in a timely and accurate way.
- To engage with a range of individuals who have adopted a 'street lifestyle' including rough sleepers and beggars with a view to engaging them in appropriate services and moving them into more settled lifestyles.



- To assess the needs of the street population and involve specialist agencies, working closely with those services to achieve positive outcomes for service users.
- To participate in team based street counts when required, this requires working of flexible and unsocial hours.
- To maintain service user confidentiality compatible with the effective sharing of information with appropriate agencies to achieve the best outcome for service users.
- Work flexibly within the agreed number of hours to maintain levels of service provision.
- Keep abreast of developments in service and legislation relevant to the tasks and responsibilities.
- To ensure that anti discriminatory practice policies are fully implemented and that all practice positively promotes a commitment to valuing diversity.
- To reduce substance related harm to the individual and the wider community

General Accountabilities

(List of accountabilities applicable to all roles)

- To proactively engage in the supervision and appraisal processes.
- Undergo training as required.
- Ensure the implementation of the Waythrough codes on personal and professional conduct and health and safety policies/procedures.
- To comply with all aspects of our Code of Conduct and adhere at all times to national/local and Waythrough Safeguarding policies.
- Actively participate in Supervision and be willing to provide evidence of achieving performance targets alongside other Supervision requirements as detailed in Waythrough policy.
- Recognise personal and professional boundaries and work within Waythrough clinical governance framework at all times.
- Uphold data protection legislation and local and formally agreed information sharing protocols and Service User confidentiality agreements.



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Additional Information

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Waythrough.

Values and Competencies

Our Values

- **Kindness** - Be generous, caring and compassionate
- **Courage** - Be bold, trust, commit
- **Respect** - Everyone deserves dignity

Person Specification

Qualifications	Essential or Desirable
Professional qualification e.g. substance misuse, addiction studies, counselling, housing, children and families, benefits/welfare advice.	D



Skills	Essential or Desirable
An understanding of interventions including Brief Interventions, including MI, CBT and ITEP	D
Knowledge of the substance misuse field and models of service delivery and issues relating to recovery planning	E
An understanding of best practice frameworks, including NICE, DOH, PHE and CQC	E
Ability to carry out Assessment, Recovery Planning and Risk Management Plans	E
Ability to organise own workload in response to Supervision	E
Ability to work as part of a team	E
Ability to work on own initiative	E
Ability to keep accurate case notes and write reports	E
Ability to maintain and work within professional boundaries	E

Experience	Essential or Desirable
Experienced in working with complex and vulnerable and homeless people, including those who are rough sleeping	E
Experience of working with Carers and families	E
Experience of delivering 1-1 therapeutic interventions	E

