

Job Description

Job Title	Assessment and Fast Track Recovery Navigator
Function	Service Delivery
Department/Team	Barnsley Recovery Steps
Reports to	TBC
Direct Reports	N/A
DBS Check Level Required	TBC
Grade/Job Evaluation Level	Core - Coordination
Salary Banding	Individual Contributor C
Created/Reviewed date	September 2026

You will be working for

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

Waythrough is a purpose-driven organisation committed to creating meaningful impact in the lives of the people and communities we support. Within Operations, we ensure services are well-coordinated, compliant and responsive to individual need.

Barnsley Recovery Steps provides support to people affected by drug and alcohol use. The Assessment and Fast Track Recovery Navigator is a frontline, client-facing role supporting people from their initial contact with the service and throughout their recovery journey, including assessment, structured interventions, harm reduction, signposting and coordinated support with other professionals.

Purpose of the Role

To provide frontline, client-facing support to people accessing Barnsley Recovery Steps from initial contact and assessment through their recovery journey. The role will complete comprehensive assessments, manage a caseload, deliver one-to-one structured interventions, provide emotional and practical support, and help clients access appropriate internal and external support to address unmet needs and reduce substance-related harm.

Key Accountabilities

(List of accountabilities specific to this role)

Planning/Service Delivery

- Provide support to clients from initial contact with the service and throughout their recovery journey.
- Complete comprehensive assessments and relevant paperwork and administrative tasks.
- Manage a caseload of clients and deliver one-to-one structured intervention sessions.
- Provide appropriate emotional support and signpost clients to services that can help address unmet needs.
- Make pre-assessment calls, client check-ins, appointment reminder calls and contact clients who have disengaged from the service.
- Support and signpost clients to appropriate group provision.

Risk, Harm Reduction and Safeguarding

- Adhere to risk management, health and safety guidance and relevant organisational policies.
- Discuss blood-borne virus (BBV) testing and provide appropriate harm-reduction information.
- Distribute Naloxone kits in line with service procedures and training.
- Complete and/or support colleagues with home visits.

Partnership Working and Records

- Support clients with referrals to external agencies and work collaboratively with other professionals involved in their care.
- Maintain accurate and timely case notes, including recording information on electronic systems where required.

General Accountabilities

(List of accountabilities applicable to all roles)

- Work in a non-judgemental, person-centred way and recognise that every person's recovery journey is unique.
- Maintain professional boundaries and work in accordance with Waythrough policies, procedures and media guidelines.



- Work effectively as part of a team, on own initiative and to instruction as appropriate.
- Engage in supervision and complete relevant training, including mandatory eLearning.
- Maintain good organisation, timekeeping and professional standards in all client-facing and administrative duties.
- Promote and adhere to Waythrough's values of Kindness, Courage and Respect.

Additional Information

- This is a frontline, client-facing role within Barnsley Recovery Steps.
- The role includes client contact by telephone, face-to-face assessment and intervention work, referrals and signposting, harm-reduction activity and home visits.
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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
No specific qualifications required.	

Skills	Essential or Desirable
Excellent communication skills and a non-judgemental approach to people who have experienced substance misuse or have lived experience.	Essential



Organised, with good timekeeping and the ability to manage client-facing and administrative responsibilities.	Essential
Confident IT skills, including the ability to complete electronic case notes and online/eLearning activity.	Essential
Able to work effectively as part of a team, on own initiative and to instruction, while maintaining professional boundaries.	Essential

Experience	Essential or Desirable
Some experience of working with vulnerable adults.	Essential
Experience of working or volunteering with adults at risk or people with support needs related to drug and/or alcohol use.	Essential
Experience of carrying out risk assessments.	Essential
Understanding of the challenges and positive aspects of recovery from addiction or problematic substance use, recognising that each person's journey is unique.	Essential
Experience of setting goals for yourself or others.	Essential
Ability to provide appropriate emotional support, signposting and referrals to meet clients' unmet needs.	Essential
Ability to work collaboratively with other professionals involved in a client's care.	Essential
Understanding of harm reduction, including discussing BBV testing and Naloxone provision.	Desirable
Commitment to Waythrough's mission, vision, values, policies, supervision and relevant training.	Essential

