



## STAFF JOB DESCRIPTION & PERSON SPECIFICATION

### 1. JOB DETAILS

**Job Title:** Substance Misuse Worker - Sessional

**Grade/Salary Scale:** £9.48 per hour (Plus holiday pay)

**Responsible to:** Team Leader

**Hours:** Sessional\*

Signpost Recovery aims to ensure that the salaries we offer are competitive in comparison to the equivalent markets. Each year the organisation undertakes a pay and grading review to ensure our salaries are appropriate and in accordance with the organisational expectations of each role.

**\*Hours will be as is required by the exigencies of the service; however, you will be expected to cover weekday (Monday – Friday) and weekend (Saturday & Sunday) shifts, work patterns and duties.**

### 2. ROLE & TEAM OVERVIEW

As a sessional member of staff you will be expected to undertake a range of duties in respect of the provision of our substance misuse type services. The exact nature of your role will be determined by the exigencies of our service provision and will be defined in accordance with the team, service, location and time of your deployment. Signpost Recovery provides a range of substance misuse care, treatment and support services to the residents of Forth Valley and this includes community, prison, criminal justice and outreach settings. As a forward thinking innovative, creative and entrepreneurial organisation, Signpost Recovery actively promotes recovery and works with individuals, those affected by someone else's substance misuse, stakeholders and the local community to improve the health, wellbeing and functioning of our service users. Therefore:

- This role is to provide short term cover to any role within any of Signpost Recovery's projects, teams and services across Forth Valley; this could mean working on any day of the week at any location we provide services, often at short notice and with a need to adopt local practices, protocols and the reporting arrangements associated with that aspect of our provision;
- Substance Misuse Worker's (Sessional) will work across a range of Signpost Recovery sites and services including the Core Drug & Alcohol Service, Harm Reduction Service and the Arrest Referral Service;

- The role will undertake a wide range of tasks and duties ranging from assessment and care planning through to injecting equipment provision. In collaboration with other substance misuse staff, you will ensure that assessment, care and support are outcomes-focused and fully integrated into care and recovery planning;
- Our sessional staff provide services in line with the expectations of the Scottish Government's (2014) National Quality Principles framework and in conjunction with the Signpost Recovery – Recovery Orientated System of Care (ROSC) type care, treatment and support models, for those affected by drug and alcohol misuse, as a part of our forward looking, flexible and creative teams;
- Organise their working time in such a way as to complete tasks within the confines of their defined working hours; and
- Flexibility in the hours worked will be a fundamental expectation of the Substance Misuse Worker (Sessional) role, this will include weekday, weekend, festive and Bank Holiday working.

### 3. ORGANISATIONAL STRUCTURE & REPORTING CHART



### 4. KEY DUTIES AND RESPONSIBILITIES

- To carry out Triage - Substance Misuse Assessments, gather statistical data – SMR, DAISy etc. and present the information in such a way, so as to either inform the ability of others, or to allow you, to develop ROSC orientated care & recovery plans;

- To actively promote and undertake a range of screening and harm reduction interventions including alcohol screening, Blood Borne Virus (BBV) advice, health & wellbeing information, Dry Blood Spot Testing and facilitating injecting equipment provision (IEP);
- To work with service users to devise care and recovery plans that address the needs of the individual and their family members and utilise both the principles of a ROSC and the full range of services available locally;
- To maintain accurate and timeously completed service user records in accordance with the relevant care management system(s), in such a way that it ensures compliance with the Scottish Social Services Council (SSSC) Codes of Practice and the Data Protection Act (GDPR\*);
- To work proactively and flexibly to prevent service users from dropping out of care, treatment and support, whilst also being able to re-engage them if they do;
- To fulfil all duties and responsibilities in relation to the safety, welfare and care of children and vulnerable adults; both identifying risks and taking appropriate action in accordance with locality and organisational policies;
- To support individuals to achieve key care, treatment and support outcomes using a variety of evidence based approaches and tools such as the 'Recovery Outcomes Web', Motivational Interviewing and Relapse Prevention;
- Work collaboratively with the different elements of Signpost Recovery's service provision to ensure effective coordination and delivery of care and the promotion of recovery focussed care, treatment and support;
- To ensure relevant service standards are met; those determined by the National Quality Principles and the Clinical Guidelines on Drug Misuse and Dependence Update 2017 - Drug misuse and dependence: UK guidelines on clinical management, are, offered in line with Signpost Recovery policy and within the substance misuse services integrated clinical governance framework;
- To be an active and positive member of whatever team, area and/or role you are deployed too;
- To comply with Signpost Recovery's policies and procedures, including all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues, service users and others where applicable;
- To maintain professional integrity in your relationships with all stakeholders and treat all information acquired because of your employment at Signpost Recovery as confidential, complying with all relevant policies and procedures;
- Actively progress one's own continuous professional development and ensure the regular updating of knowledge, skills and learning. This includes participation in your own supervision, performance review and appraisal in accordance with Signpost Recovery policy;
- To be committed to the equal opportunities and diversity policies of Signpost Recovery and to communicate effectively with service users from a diverse range of backgrounds, whilst all the while, understanding and respecting the impact of difference and diversity upon their lives; and
- To undertake any additional and appropriate tasks as required. Any additional duties would normally have arisen owing to unforeseen circumstances and/or changes in work, but, will be compatible with your regular duties.

**\*The forthcoming General Data Protection Regulation (GDPR). The GDPR will apply in the UK from 25 May 2018.**

## 5. COMMUNICATIONS AND WORKING RELATIONSHIPS

As a representative of Signpost Recovery, and in the course of your work, you will be expected to conduct yourself in a professional manner and consistently demonstrate a high level of effective communication and interpersonal skills with regard to your interactions with others e.g. members of the public, staff from other services, colleagues and more senior staff within the organisation. You will work closely with and co-operate with other members of staff within the organisation to ensure the delivery of a high quality service that supports the operational expectations of our services. You will be assigned a line manager and/or point of contact and they will monitor, support and supervise your work and will be your direct line of contact for any issues arising from your work.

## 6. PERSON SPECIFICATION

JOB TITLE	SUBSTANCE MISUSE WORKER (SESSIONAL)	
	AREA	ESSENTIAL
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- An SVQ or HNC in Health &amp; Social Care or equivalent at level 3 or higher.</li> <li>- Evidence of continuous professional development in relation to health and/or social care service provision.</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma/ Certificate in Drug &amp; Alcohol Studies.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>- Demonstrable experience of working with people affected by substance misuse.</li> <li>- Liaison and joint working with a variety of professionals from a range of disciplines.</li> <li>- Experience of carrying out assessments.</li> <li>- Experience of providing outreach services.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in community, social care and/or health settings.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Good level of IT knowledge including the ability to use Microsoft Word, Excel and email applications.</li> <li>- Sound knowledge of a broad range of evidence based interventions for the care management of people with substance misuse issues.</li> <li>- Awareness of what constitutes good professional boundaries, particularly in relation to working with vulnerable service users.</li> <li>- A good comprehension of confidentiality, information sharing etc., in relation to substance misuse service provision.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of local resources, agencies and services.</li> <li>- Knowledge and understanding of community engagement and development approaches.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Ability to care manage a caseload.</li> <li>- Ability to communicate effectively with service users, their families and the relevant professionals using a variety of verbal,</li> </ul>	<ul style="list-style-type: none"> <li>- Good knowledge of harm reduction strategies and</li> </ul>

<b>JOB TITLE</b>	<b>SUBSTANCE MISUSE WORKER (SESSIONAL)</b>	
<b>AREA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	written and electronic means of communication. - Good analytical, problem solving, decision making abilities and application of judgement in order to find solutions to work related problems. - Self-directed ability to manage your own workload including being able to plan, organise and prioritise said workload in order to meet strict deadlines. - Ability to work unsupervised and under your own initiative.	methods of engaging with harder to reach populations.
<b>Manner</b>	- Smart appearance. - Confident and positive approach in communicating with service users, stakeholders and employees at all levels. - Positive 'can do' attitude. - Flexible.	
<b>Other (Specify)</b>	- Ability to work on own initiative as well as part of a team. - Driving Licence	- Authorisation for driving minibus* vehicles.  <b>*D1(101) and/or PCV</b>

## **7. DRUG & ALCOHOL NATIONAL OCCUPATIONAL STANDARDS (DANOS)**

The Drug and Alcohol National Occupation Standards (DANOS) are standards which relate to workforce competencies, more specifically, the standards specify what competent people in the substance misuse field are expected to both know and be able to do. Fundamentally this is about being competent in the aspects of DANOS that are relevant to the role. These help to identify skills and experience that are essential or helpful for the worker's role and help with identifying competent workers and current and/or future training needs. The extent to which staff need to have competence in these areas will depend on their job role. The units that relate to this post are as follows:

<b>Unit Number</b>	<b>Title</b>
<b>AA1.2014</b>	Recognise problematic use of alcohol or other substances and refer individuals to services
<b>AB2.2012</b>	Support individuals who are substance users
<b>AB5.2014</b>	Assess and act upon immediate risk of danger to individuals who have used alcohol and other substances
<b>AD1.2012</b>	Raise awareness about substances, their use and effects
<b>AF2.2012</b>	Carry out assessment to identify and prioritise needs in substance misuse setting

Unit Number	Title
AH3.2014	Supply injecting and other relevant equipment to individuals who use substances and facilitate safe disposal
AH10.2014	Work with individuals to encourage a reduction in harmful alcohol consumption and drinking behaviour
AI1.2012	Use recognised theoretical models to provide therapeutic support to individuals who misuse substances
AI2.2012	Help individuals address their substance misuse through an action plan
CHD HA3	Provide support for individuals who express a wish to reduce their alcohol consumption
SCDHSC0031	Promote effective communication
SCDHSC0032	Promote health, safety and security in the work setting
SCDHSC0033	Develop your practice through reflection and learning
SCDHSC0035	Promote the safeguarding of individuals
SCDHSC0043	Take responsibility for the continuing professional development of yourself and others
SCDHSC0226	Support individuals who are distressed
SCDHSC0233	Develop effective relationships with individuals
SCDHSC0330	Support individuals to access and use services and facilities
SCDHSC0348	Support individuals to access learning, training and development opportunities
SCDHSC0386	Assist in the transfer of individuals between agencies and services
SCDHSC0399	Maintain effective working relationships with staff in other agencies
SCDHSC0415	Lead the service delivery planning process to achieve outcomes for individuals
SCDHSC0438	Develop and disseminate information and advice about health and social well-being
SCDHSC3100	Participate in inter-disciplinary team working to support individuals
SCDHSC3111	Promote the rights and diversity of individuals
SFJCJEC1	Support and encourage individuals in addressing their offending behaviour

Go to: [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk) for more information on DANOS

## 7. PVG / DISCLOSURE INFORMATION

Signpost Recovery complies fully with the Disclosure Scotland Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, or the Protection of Vulnerable Groups (Scotland) Act 2007, (hereafter PVG), for the purposes of assessing applicants' suitability for positions of trust. Therefore, Signpost Recovery has determined that this post is classed as undertaking restricted work with protected adults that must be covered by the successful candidate having undertaken a satisfactory- **PVG Scheme Record for Restricted Work with Protected Adults.**

Furthermore, should you fail to complete your probationary period, you will be expected to meet the cost of Signpost Recovery applying for and administering their PVG application. Whilst this is subject to pricing beyond that of our control and may rise at any time, the

cost for the administration and fees associated with a new application to join PVG are £59 and the cost for an existing member to have a Scheme Record Update is £18.

**8. JOB DESCRIPTION & PERSON SPECIFICATION – AGREED BY POST HOLDER**

**The above duties and responsibilities are intended to represent current priorities and are not meant to form a conclusive list. The post holder may, from time to time, be asked to undertake other reasonable duties.**

**Any changes will be made in discussion with the post holder and in the light of service needs.**

**I hereby understand and agree to the information contained within this document.**

Signature of Employee: .....Date.....

Signed on Behalf of the Employer: .....Date.....