



## STAFF JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** Substance Misuse Worker.

**Grade/Salary Scale:** £19,587 – £21,650 (Inclusive of 7.5% unsocial hours' allowance)

**Responsible to:** Team Leader – Signpost Recovery Services.

**Hours:** 37.5 hours a week

### 2. ROLE/TEAM OVERVIEW:

Working in partnership with other relevant services and within the National Quality Principles framework, you will provide a client centred, evidence-based, non-judgemental and recovery orientated service aimed at supporting, advising and helping people, aged 18 and over, affected by a range of problem substance use issues to reduce, control and cease that use.

As a Substance Misuse Worker you will conduct assessments, develop care and risk management plans and deliver structured 1:1 work. In order to meet the requirements of our service provision you will be required to complete dry blood spot testing and drug screening with clients where appropriate. You will be responsible for contributing to the targets set by Signpost Recovery and the local ADP's. One of the key targets will be measuring outcomes, so co-operative working relationships with other partner agencies is vital to this role. Flexibility will be required in this role, this will include some evening/weekend shift work and with reasonable notice to travel to other projects in our sphere of operations to deliver services, enabling continuity of care for the client group.

You will be an integral member of the multi-disciplinary staff team. The post holder will work throughout the Clackmannanshire and Stirling Council areas. Due to the unique nature of this post and its duties both internal and external, there is a high degree of joint working involved.

### 3. KEY DUTIES AND RESPONSIBILITIES

#### 3.1 WORKING WITH SERVICE USERS

Promote the principles and philosophy of working towards recovery from problems with substance misuse in thoughts, words and actions.

Promote the service provision, modalities, and interventions available within Substance Misuse Services (SMS) and the community, including information on the services available and the referral routes to these services.

Undertake strength based assessments with individuals with substance misuse problems, taking an investigative approach to fully assess the client's needs, aspirations and goals.

Undertake risk assessments and develop risk management plans as part of the assessment process.

Ensure you are aware of any risk posed to staff prior to engaging in client work with any service user and developing and reviewing risk management plans.

Carry a caseload and ensure continuity-of-care for clients through effective case management. Working and liaison with partnership agencies (e.g. Social Work).

Work with clients to produce appropriate and achievable care plans to help them address their identified needs, both in the short term and the long term.

Implement, monitor and review care plans, ensuring clients are central and directly involved in this process, this includes working towards discharge and/or referral on to other services.

Where appropriate, provide intensive support to help clients address complex and sometimes emotional and social issues related to their substance misuse. including Blood Borne Virus issues.

Work with clients to help them identify and understand how their substance misuse may negatively impact on the lives of themselves, their families and the wider community.

Work with clients to help them identify other services, agencies and activities that may help them deal with their problem substance use and build coping strategies to deal with potential relapse.

Encourage clients to participate in activities and link with other services that may help them address their problem substance use

Deliver brief interventions in relation to cannabis, steroids and alcohol use, where appropriate.

Provide health and harm reduction advice, information and guidance to service users and families/supporters, informally and formally through 1:1 sessions covering topics such as communicable diseases, safer drinking, safer injecting and preventing and responding to non-fatal overdose (NFO).

Provide advice, information and guidance on specific substances including related risks in 1:1 sessions.

Deliver structured psychosocial interventions (using recognised and agreed theoretical models) via 1:1 contacts.

Maintain treatment integrity by ensuring adherence to guidelines, protocols and standard operating procedures.

Complete dry blood spot testing and drug screening with clients where appropriate.

Promote, embrace and ensure equality, diversity and the rights and responsibilities of individuals
To understand the need to protect children and vulnerable adults and adhere to all principles, policies and procedures in effective safeguarding and ensure you are aware of and understand Forth Valley Child Protection (CP) and Adult Support and Protection (ASP) procedures.
<b>3.2 PARTNERSHIP WORKING</b>
Liaise and maintain effective links and work in collaboration with a range of agencies/partners/organisations for the purpose of joint working with and effective outcomes for clients.
Attend and participate in multi-disciplinary meetings, deliver presentations and training as required.
Work to agreed joint working and information sharing protocols with partners including Primary Care, Mental Health and Social Work Teams.
Attend and participate in meetings where necessary (e.g. Healthcare, MDT, MAPPA, GIRFEC, CP and ASP)
<b>3.3.ADMINISTRATION</b>
Maintain a knowledge and understanding of, and comply with Integrated Clinical Governance (ICG) and Signpost Recovery protocols, policies, and procedures, codes of conduct and Health and Safety at Work.
Complete reports to a high standard maintaining accurate and up-to-date record of clients' progress within specified time requirements.
Maintain accurate up to date records, reports, data and case files that conform to appropriate protocols, audit standards, contract requirements and service level agreements.
Ensure all paperwork meets a high standard, maintaining accurate and up-to-date record of client contacts within the specified time requirements as specified by ICG, ADP and Signpost Recovery.
Collect and input accurate data to inform outcomes, outputs and 100% compliance (quality and completeness) for Forth Valley ADP.
Ensure confidentiality and data protection is maintained in accordance with relevant policies, contract requirements and the Data Protection (1998) Act.
To keep informed of evidenced based practice relevant to services for substance users
Undertake continuing professional development (CPD) by maintaining an accurate and up to date CPD portfolio.
<b>3.4 GENERAL</b>
To maintain close contact with the wider Signpost Recovery and Substance Misuse Services for continuity of care and sharing good practice.
To work to the principles of Integrated Clinical Governance and to discharge duties within this framework of safety, learning, support and incident review.
To work flexible hours, which may include weekends and evenings.
To actively participate in team meetings and work as part of a team to create working conditions conducive to providing better and fairer services to service users, their families and the wider community.
To be aware of and committed to the Health and Safety policies and procedures of Signpost Recover. Follow actions from Health and Safety Risk Assessments and Safe Systems of Work.

Adapt and conform to any changes within the services or the wider treatment system and contribute to the delivery of Service and/or Quality Improvement Plans.
To be committed to the equal opportunities and diversity policies of Signpost Recovery, Forth Valley ADP and NHS Forth Valley and to work effectively with service users from a diverse range of backgrounds, understanding and respecting the impact of difference and diversity upon their lives.
Actively progress one's own continuous professional development and regular updating of knowledge, skills and learning. This is inclusive of you participating in your own supervision, training and appraisal in accordance with Signpost Recovery policy.
To undertake any other duties as may reasonably be requested by the Team Leader and/or senior management.
Be able to travel throughout Forth Valley for purposes of service delivery and other sites for the purposes of meetings and training.
Hold a current driving licence, have access to a roadworthy vehicle and have appropriate business car insurance for the purpose of the job role.
Undertake and maintain an acceptable Enhanced Disclosure in accordance with the Protection of Vulnerable Groups legislation (2007).
Contribute towards the supervision, support and development of learners deployed across the organisation and students and trainees on placement.

#### **4. 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. clients, client's families, members of the public, staff from other services, colleagues and 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.

The Team Leader, as your line manager, will monitor and supervise your work through various means and will be your direct line of contact with regard to any issues arising from your work.

#### **5. JOB CHALLENGES**

The Substance Misuse Worker role will place a high level of mental and emotional demands on the post holder. This involves working in a solution-focussed way, while remaining constructive and positive, in a potentially challenging environment and managing the expectation and demands of numerous stakeholders, in a multi-agency environment.

Working conditions are variable and unpredictable as the role will involve seeing clients in various locations. The role also includes effectively managing situations which arise where clients may present as distressed or emotionally unstable.

**6. PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>SUBSTANCE MISUSE WORKER</b>	
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• An SVQ or HNC in Health &amp; Social Care or equivalent at level 3 or above.</li> <li>• Possession of a recognised counselling or substance misuse qualification, or about to start or ongoing attendance on a recognised counselling or substance misuse course.</li> <li>• Evidence of continuous professional development in relation to Substance Misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma/Certificate in Drug &amp; Alcohol Studies</li> <li>• Evidence of working towards above or equivalent.</li> <li>• Any qualification in criminal justice, child protection or healthcare.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least one year's post-qualification experience of working with substance misuse.</li> <li>• Experience of caseload management.</li> <li>• Conducting holistic assessment and care planning of individuals with substance misuse issues.</li> <li>• Experience of multi-agency/partnership working in a Substance Misuse setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with families and Carers</li> <li>• Experience of child protection joint working.</li> <li>• Experience and understanding of national and local policies and strategies in relation to substance misuse.</li> </ul>

JOB TITLE	SUBSTANCE MISUSE WORKER	
	ESSENTIAL	DESIRABLE
<b>Knowledge/Skills/Ability</b>	<ul style="list-style-type: none"> <li>• Knowledge of service delivery which is compliant with local policies and procedures as well as the drug and alcohol strategies currently being pursued in Scotland; in particular the Scottish Government (2008) 'The Road to Recovery' and the Scottish Government (2014) Quality of Alcohol Treatment Services policy.</li> <li>• Good knowledge and skills of tackling substance misuse issues and applying harm reduction strategies.</li> <li>• Knowledge and skills to support emotionally demanding clients who are resistant to change.</li> <li>• Proven ability to co-ordinate support interventions across different organisations</li> <li>• Basic Microsoft Office skills.</li> <li>• Organisational skills.</li> <li>• Excellent communication skills - verbal, numerical and written.</li> <li>• Experience of delivering effective presentations; e.g. PowerPoint Presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the issues faced by children affected by parental substance misuse.</li> </ul>

JOB TITLE	SUBSTANCE MISUSE WORKER	
	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>• Ability to produce reports, input data etc.</li> <li>• Carry out duties with a recovery ethos and in manner that encourages positive outcomes from a recovery focussed approach.</li> </ul>	
<b>Manner/Speech /Appearance</b>	<ul style="list-style-type: none"> <li>• Positive and pleasant personality.</li> <li>• Open approach to partnership working.</li> <li>• Empathetic Communicator.</li> <li>• Smart appearance.</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Positive 'can do' attitude.</li> <li>• Flexible.</li> <li>• Assertive.</li> </ul>	
<b>Other (specify)</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative as well as part of a team.</li> <li>• Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Authorisation for driving minibus* vehicles.</li> </ul> <p>*D1 (101) and/or PCV.</p>

**7. JOB DESCRIPTION & PERSON SPECIFICATION – AGREED BY POSTHOLDER**

**Before confirming appointment, applicants will be required to obtain Protection of Vulnerable Groups (PVG) Scheme Membership through Disclosure Scotland.**

**The above duties and responsibilities are intended to represent current priorities and are not meant to be 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 in the light of service needs.**

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

Signature of post holder: .....Date.....

Signature of employing officer: .....Date.....