

Recovery Practitioner – Community Care Assessor

(Salary as advertised)

Havering

22.5 hours per week

Permanent

1. Main purpose of the role

This role will lead the Community Care Assessment (CCA) process within the Service and provide support and advice to the team. The post holder will undertake and coordinate CCA's for eligible service users, using a range of skills to ensure service users are suitably motivated and prepared to enter into funded treatment.

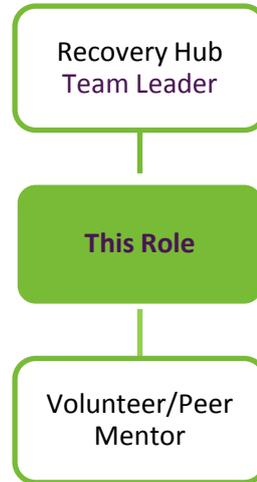
Another important aspect of the role is identifying the needs of service users' family members and significant others and facilitating access to appropriate support within the borough.

- ▶ The post holder will primarily be responsible for assessing service users who require a Community Care Assessment for residential rehabilitation and detoxification services
- ▶ The post holder will work closely with colleagues to ensure that service users are offered a seamless approach in accessing Tier 4 residential services
- ▶ The post holder will facilitate groups with service users both pre and post detox
- ▶ The post holder will support service users to prepare for residential services; offer support whilst service user accesses Tier 4 services and following discharge
- ▶ The post holder will work collaboratively in developing professional links with other statutory and voluntary service providers
- ▶ The post holder will continuously assess the psychological, emotional, social and rehabilitative needs of service users, whilst taking into account recovery care planning and evaluation of treatment plans
- ▶ The post holder will develop links with substance misuse services that support the needs of carers, families and local communities

2. Reporting and working relationships

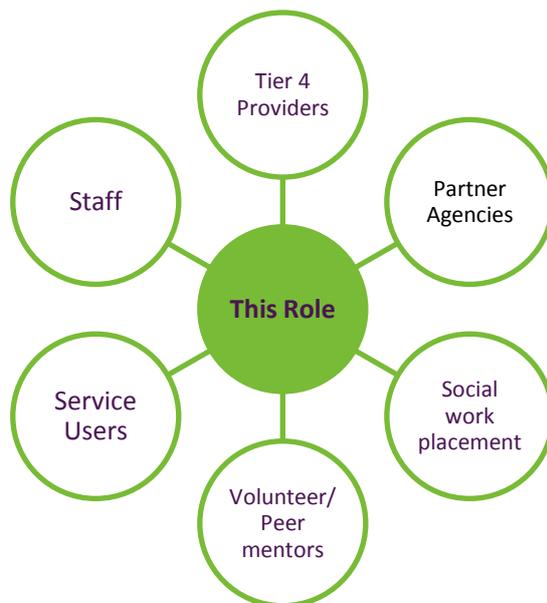
Reporting relationships:

- ▶ Reports to
- ▶ Team Leader
- ▶ Line manages
- ▶ Volunteer/Peer Mentor



Working relationships:

- ▶ Tier 4 Providers
- ▶ Staff
- ▶ Partner agencies
- ▶ Service users
- ▶ Volunteers
- ▶ Social work placements



3. Role-specific responsibilities

3.1 Summary

- ▶ To deliver a programme of care for substance misusers in Havering to access Residential Tier 4 services
- ▶ To work with colleagues and service users and to identify service user' who would benefit from residential services

	<ul style="list-style-type: none"> ▶ To organise and conduct 121 sessions and group work sessions for service users who are considering accessing residential services ▶ To complete a Community Care Assessment for all service users who require one and who meet the criteria set by WDP Havering ▶ To present Community Care Assessments to the Tier 4 panel ▶ To liaise with residential services around assessment, admission and reviews of service users ▶ To devise Robust Aftercare Packages for service users following discharge from residential services ▶ To fulfil all duties and responsibilities in relation to the safeguarding of children & vulnerable adults, identifying risks and taking appropriate action in accordance with local and organisation policy. ▶ Where appropriate to provide a variety of reports for individuals who are involved with statutory services and fulfil all relevant processes ▶ To work across the Recovery Hub and Structured Treatment Centre as required ▶ Manage a small caseload of service users on discharge of residential services ▶ To support service user involvement in the service and the borough of Havering. ▶ Work with Volunteers and Peer Mentors as required ▶ To offer support to family members and carers where appropriate
3.4	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the team ▶ To participate constructively and positively in staff and other meetings to promote and support communication channels within the organisation ▶ To comply with WDP’s policies and procedures ▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable. ▶ To comply with Infection Prevention and Control policies ▶ To observe professional integrity in relationships with all stakeholders ▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.
3.5	<p>Contributing to the promotion and success of the Capital Card® scheme</p> <ul style="list-style-type: none"> ▶ Follow the process for enrolling all consenting service users onto scheme and rewarding points for appropriate interventions ▶ Actively promote the scheme, the Companion App and local spend partner opportunities to service users at every opportunity <p>Attend relevant training as required</p>

4. WDP's commitment to you

WDP works within the following framework and requires all employees to do the same.

4.1	<p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p>
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p>
4.4	<p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
4.5	<p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP's services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p>

5. Your commitment to WDP

5.1	<p><u>WDP Vision, Mission and Values</u></p> <p>Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.</p>
5.2	<p><u>Vulnerable children and adults</u></p>

	Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.
5.3	<u>Boundaries and behaviours</u> Observing professional integrity in relationships with service users, peers and other relevant professionals.
5.4	<u>Health & Safety</u> Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.
5.5	<u>Confidentiality</u> Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.
5.6	<u>Information Governance</u> Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.
5.7	<u>Continuous Professional and Personal Development</u> Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.
<p><i>The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.</i></p>	

Person specification

E/D Measured by

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).

Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

1.	Education, knowledge and experience
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1.1	An understanding of substance misuse and two years' experience of working with this or a similar client group	E	A/I
1.2	A commitment to establishing partnerships with other professions to achieve good outcomes for the client group. E.g. criminal justice agencies, community groups and residential services	E	A/I
1.3	A proven commitment to anti-discriminatory practices and an understanding of Equal Opportunities Policy and Practice.	E	A/I
1.4	Experience of completing Community Care Assessments and working with Service Users accessing residential services	E	A/I
1.5	An ability to work with clients at different stages of behaviour change and make appropriate assessment of need	E	A/I
1.6	Experience of group work	E	A/I
1.7	A Social Work qualification or equivalent Social/Health Care (e.g. RGN, RMN, Counselling, Psychology)	D	A
2. Abilities and skills			
2.1	Excellent written and verbal communication skills. The ability to accurately record statistics for data purposes and to work to deadlines for the submission of information e.g. reports	E	A/I
2.2	Proven ability to work on one's own initiative and as part of a team.	E	A/I
2.3	Ability to work flexible hours.	E	A/I
2.4	Excellent written and oral communication skills.	E	A/I
2.5	Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives.	E	A/I
2.6	Ability to maintain a consistently reliable standard of work and working to short deadlines.	E	A/I
3 Working within WDP's framework of commitments to employees			
3.1	A commitment to engaging with, understanding and promoting WDP's values, vision and mission.	E	A/I
3.2	An understanding of and commitment to safeguarding best practice.	E	A/I

3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E	A/I
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E	A/I
3.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E	A/I
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E	A/I
3.7	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	E	A/I
4. Key competencies			
4.1	Experience of coordinating access to residential treatment	E	A/I
4.2	Ability to work with clients at different stages of behaviour change and make appropriate assessment of need.	E	A/I
5. Equality, diversity, vision, mission and values			
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I
5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I
6. Circumstances			
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I
6.2	A flexible approach to workload.	E	A/I

		Jill Wallace	Authors		
	Version number	Date	Initials	Initials	Initials
	2.0	11/05/2018	JW		