



# Sessional Recovery Practitioner

(Salary as advertised)

London

0 Hours

Sessional

## 1. Main purpose of the role

### About WDP

- Our mission is to change lives by freeing people from addictions by providing the best **advice, support** and **treatment** to those affected by **drug and alcohol** use via an **evidence**-based approach.
- We are passionate about **helping people** affected by problematic **drug and alcohol** use, and seek to innovate and inspire **positive change**. We are committed to **diversity** and working with **integrity** in **partnership** to improve the lives of those who are **socially excluded**.
- **WDP** provides a range of specialist substance misuse treatment services to the residents of London the Home Counties and including prisons and residential rehabilitation settings.
- As a forward thinking innovative organisation, WDP actively promote **recovery** and work with individuals, those affected by someone else's substance misuse and the local community to improve the **health, wellbeing** and **functioning** of WDP service users.

### Role summary

- This role is to provide short term cover to any role within any of WDP's services across London, often working in locations at short notice and with a need to adopt local practises, protocols and reporting arrangements as required.
- The post holder will work across a range of WDP sites and services including community clinical drug and alcohol services, HM Prison services, community criminal justice teams, residential rehabilitation and housing services.
- The role will undertake a wide range of tasks and duties ranging from assessments, care planning, risk assessment and risk management, and in collaboration with medical staff you will ensure prescribing interventions are outcome-focused and fully integrated into recovery plans.
- The ability to provide one to one support and key-working interventions to NICE best practice standards utilising ITEP methodologies.
- To organise working time in such a way as to complete tasks within the working week.
- Flexibility in the hours worked will be expected of the post holder. This may include weekend and Bank Holiday working.
- At times the post holder may be required to provide additional support and guidance to less experienced colleagues
- This role is integral to ensuring recovery outcome focus throughout the range of services that WDP deliver.
- Your passion for evidence-based interventions and your ambitions for the long-term recovery of our service users will shine through everything you do: promoting recovery in your daily practice in both group and one-to-one settings.

You will need to demonstrate a high degree of flexibility to respond to service and service user need. This is an outline of the post holder’s duties and responsibilities. It is not intended as an exhaustive list and many change from time to time to meet the changing needs of WDP.

## 2. Reporting and working relationships

### Reporting relationships:

- ▶ Reports to Team Leader



### Working relationships:



## 3. Role-specific responsibilities

### 3.1 Summary

- ▶ To carry out triage and comprehensive substance misuse assessments, risk assessments and develop person centred Recovery based care plans.

	<ul style="list-style-type: none"> <li>▶ To complete Community Care Assessments to facilitate access to funded treatment.</li> <li>▶ To actively promote and undertake a range of screening and harm reduction interventions including alcohol screening, BBV awareness and Dry Blood Spot Testing, offering harm reduction advice and engaging service users through the Needle Syringe Programme.</li> <li>▶ To work with clients to draw up comprehensive recovery plans that address the needs of the individual and their family members/carers and utilise the full range of services available.</li> <li>▶ To carry a client caseload and undertake a variety of care coordination responsibilities; supporting clients throughout their treatment journey and providing structured 1-1 key-working to all clients engaged in treatment in both hubs.</li> <li>▶ To carry out regular recovery plan reviews, attend and co-ordinate multi-disciplinary review meetings both within the service and with external parties where appropriate, and provide detailed reports for clients involved with statutory services.</li> <li>▶ To facilitate group work programmes to support service users in their recovery and maximise outcomes</li> <li>▶ To maintain accurate and timely service user records through the case management system in compliance with our Information Governance policy.</li> <li>▶ To work proactively and flexibly to prevent service users from dropping out of treatment and to re-engage them if they do.</li> </ul>
<p>3.2 <b>Summary</b></p>	<ul style="list-style-type: none"> <li>▶ To fulfil all duties and responsibilities in relation to the safeguarding of children and vulnerable adults, identifying risks and taking appropriate action in accordance with local and organisational policies.</li> <li>▶ To support individuals to achieve key treatment outcomes using a variety of evidence based approaches and tools such as ITEP Mapping, Motivational Interviewing, and Relapse Prevention.</li> <li>▶ To carry out community based aspects relating to criminal justice legislations including Restrictions on Bail, Drug Rehabilitation Requirements and assessments, Alcohol Treatment Requirements and assessments, and to liaise with the relevant criminal justice agencies e.g. prisons, probation, HM Court Service, and offender management services.</li> <li>▶ Work collaboratively with WDP clinical services to ensure effective coordination and delivery of care, and promotion of recovery focussed treatment.</li> <li>▶ To develop and maintain effecting working partnership relationships with criminal justice and treatment agencies.</li> </ul>
<p>3.4 <b>General accountabilities</b></p>	

	<ul style="list-style-type: none"> <li>▶ To ensure relevant service standards are met; those laid out by the Care Quality Commission (CQC), National Institute for Clinical Excellence (NICE), and are offered in line with WDP policy and within the organisational clinical governance framework.</li> <li>▶ To be an active and positive member of the team</li> <li>▶ To participate constructively and positively in staff and other meetings</li> <li>▶ To comply with WDP's policies and procedures</li> <li>▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable.</li> <li>▶ To comply with Infection Prevention and Control policies</li> <li>▶ To observe professional integrity in relationships with all stakeholders</li> <li>▶ To treat all information acquired because of your employment at WDP as confidential, complying with all relevant policies and procedures.</li> </ul>
<h4>4. WDP's commitment to you</h4>	
<p><i>WDP works within the following framework and requires all employees to do the same.</i></p>	
<p>4.1</p>	<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>
<p>4.2</p>	<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>
<p>4.3</p>	<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>
<p>4.4</p>	<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>
<p>4.5</p>	<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 a service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all our staff to make sure that every WDP service provides</p>

	people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.
<b>5. Your commitment to WDP</b>	
5.1	<u>WDP Vision, Mission and Values</u> 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.
5.2	<u>Vulnerable children and adults</u> 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 &amp; 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.
<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 to meet the changing needs of WDP.</i>	

## 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		E/D	Measured by
1.1	NVQ Level 3 in Health and social care or equivalent or ability to complete this qualification.	E	A/I
1.2	An understanding of substance misuse and experience of working with this client group	E	A/I
1.3	To develop own competency and that of the organisation by taking opportunities to learn new skills and to spread new knowledge through the organisation.	E	A/I
1.4	Spread good practise and provide guidance to less experienced colleagues	E	A/I
1.5	Excellent time management skills, ability to work on own initiative, prioritising accordingly.	E	A/I
1.6	A commitment to establishing partnerships with other professions to achieve good outcomes for the client group e.g. criminal justice agencies, community groups, treatment services	E	A/I
1.7	An understanding of harm reduction approaches and their application across a variety of substances	E	A/I
1.8	Experience of conducting assessments and developing, implementing and evaluating care plans.	E	A/I
1.9	Experience of conducting risk assessments and developing, implementing and evaluating risk management plans	E	A/I
1.10	A demonstrable commitment to the on-going development and evaluation of Interventions and services.	E	A/I
1.11	An understanding of the requirements of the Data Protection Act and other related legislation, and the obligations on services in relation to managing and sharing client information	E	A/I

1.12	Knowledge of required standards, as laid out by the Care Quality Commission (CQC) and National Institute for Clinical Excellence (NICE).	E	A/I
1.13	Experience of delivering group work programmes	D	A/I
<b>2. Abilities and skills</b>			
2.1	Excellent written and verbal communication skills.	E	A/I
2.2	Ability to deliver 1-1 psychosocial interventions with clients at different stages of behaviour change, make appropriate assessment of need and draw up appropriate support packages	E	A/I
2.3	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
2.4	Ability to engage, motivate and support vulnerable individuals through group and one-to-one interventions.	E	A/I
2.5	Excellent time management skills, ability to work on own initiative, manage competing priorities and consistently maintain high standards	E	A/I
2.6	Proven commitment to working flexibly to respond to service needs i.e. working hours, work settings	E	A/I
2.7	Proven ability to work on one's own initiative and as part of a team	E	A/I
2.8	Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives	D	A/I
2.9	A high degree of personal IT competency as well as efficient written and oral communication skills.	E	A/I
2.10	Ability to maintain a consistently reliable standard of work and working to short deadlines.	D	A/I
2.11	Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives.	E	A/I
2.12	Ability to manage change successfully in a way that prioritises the needs of service users	E	A/I
<b>3. Working within WDP's framework of commitments to employees</b>			

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
<b>4. Equality, diversity, vision, mission and values</b>			
4.1	An empathy for and understanding of our mission, vision and values.	E	A/I
4.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
4.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I
4.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I
<b>5. Circumstances</b>			
5.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I
5.2	A flexible approach to workload.	E	A/I
			<b>Authors</b>



	Version number	Date	Initials	Initials	Year
	1.0	04 <sup>th</sup> April 2017	AW		2017