

# Substance Misuse Specialist

## Troubled Families Partnership Network

(Salary as advertised)

**Barnet Young People**

**37.5 hours per week**

**1-year fixed term**

### 1. Main purpose of the role

The expanded Troubled Families Programme (TFP) is a government-led initiative that encourages services to identify, work with and turn around families who have met criteria for attachment to the TFP Programme.

Working under a matrix of management and supervision across Substance Misuse Services and Children Services, the post holder will, alongside the lead professional for the family, play a key role in engaging individuals attached to the expanded TFP (under substance misuse criteria) in treatment, harm reduction or prevention programmes.

The post holder will work across Substance Misuse Services and the partnership to identify improved means of communication, information sharing and practice innovation, to improve successful outcomes for families attached to the expanded TFP.

The post holder will have a solid understanding of the Troubled Families Programme from a substance misuse perspective and will be able to assist others in Substance Misuse Services and wider partnerships to understand the programme aims and delivery outcomes.

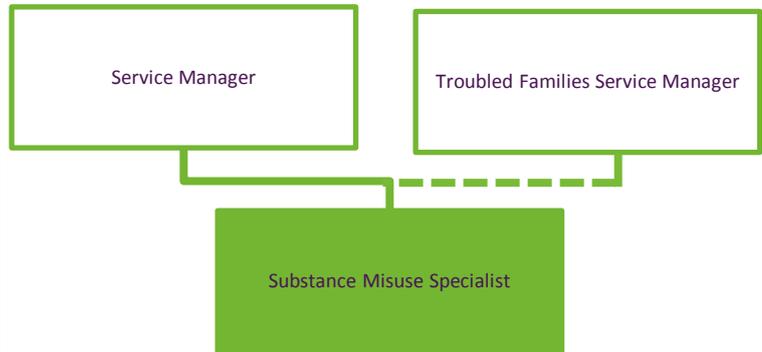
The post holder will be an enthusiastic, articulate and highly motivated individual with a passion for cross-agency engagement and participation approaches with a good capacity to develop and sustain relationships with managers and practitioners from a range of professional backgrounds

The post holder will have a strong ability to manage organisational interface, grasp data sharing and reporting requirements and present findings to a wide audience.

## 2. Reporting and working relationships

### Reporting relationships:

- ▶ **Reports to:** Barnet YP Service Manager; supervised jointly with Troubled Families Service Manager.
- ▶ **Line Manages:** None



### Effective working relationships:

- ▶ The management team: Service Manager and Central Support Leads
- ▶ Stakeholders and partners including YOT, CAMHS, Social Services, Police and Probation
- ▶ WDP and partnership employees and volunteers
- ▶ Service users and communities
- ▶ Families and carers



## 3. Role-specific responsibilities

- 3.1
- ▶ To work closely with the Troubled Families Coordinator and Data Analysts to ensure that Barnet meets the requirements of the Expanded Troubled Families Programme.
  - ▶ To act as the lead professional for families where substance misuse is the key Troubled Families criteria, ensuring that individuals are engaging in substance or alcohol misuse and treatment, harm reduction or prevention programmes.
  - ▶ To provide professional guidance, direction and support, and to jointly work with lead professionals working with families meeting Troubled Families criteria where substance misuse has been identified as one of the key criteria.
  - ▶ Where appropriate, undertake key frontline substance misuse duties for individuals attached to the Troubled Families Programme.
  - ▶ To proactively facilitate cross-agency liaison between Substance Misuse and the broad range of agencies working with families attached to the Troubled Families Programme where substance misuse has been identified as a key criteria.
  - ▶ To communicate effectively with Substance Misuse professionals and partner agencies, assisting understanding of and engagement with Barnet's Troubled Families Programme.

	<ul style="list-style-type: none"> <li>▶ To work closely with Children Services, as lead agency, and partner agencies, to promote service delivery models that promote the best outcomes for families identified as Troubled Families.</li> <li>▶ To maintain an up-to-date working knowledge of the Troubled Families Programme and relevant reporting frameworks to ensure that the service meets performance targets and maximizes Payment by Results (PbR) outcomes as outlined in Barnet’s Families Outcomes Plan.</li> <li>▶ To support the collation of data and information about families meeting the Troubled Families criteria in order to support the provision of aggregated information, statistics and other qualitative information as required.</li> <li>▶ To inform senior managers of all relevant issues affecting the safe and effective delivery of the service.</li> <li>▶ To communicate effectively with a range of professionals ensuring that expectations and priorities are clear</li> <li>▶ To work with the Troubled Families Coordinator and Substance Misuse Services to identify gaps and to implement strategies and initiatives to address these.</li> <li>▶ At all times to project the attitudes and behaviour expected of a lead professional promoting the service within Barnet Council and externally, as well as demonstrating the professional and personal standards of conduct that could reasonably be required of a professional.</li> <li>▶ To support and encourage Substance Misuse Services working with families attached to the Troubled Families Programme to engage and communicate effectively promoting collaboration at all times.</li> <li>▶ To respond in a timely manner to all contacts from professionals and families.</li> <li>▶ To manage own workload as directed and organise and plan work activities taking into account the need to prioritise tasks and responsibilities.</li> <li>▶ To take responsibility for your own professional development by actively engaging in supervision, appraisals, training and research activities.</li> <li>▶ To contribute to learning across the organisation about best practice to promote the best outcomes for substance misusers and their families.</li> <li>▶ To be aware of relevant legislation and guidance including the London Child Protection Procedures and the concept of significant harm and take immediate steps to ensure the safety of children in situations of risk, and report concerns as soon as possible using agreed procedures.</li> <li>▶ To undertake any duty as required, commensurate with the level and grade of the post.</li> </ul>
3.2	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>▶ To support effective governance by working to WDP’s legal and regulatory responsibilities. To work in conjunction with and stay abreast of current Child Protection guidance and best practice.</li> <li>▶ Work within WDP’s commitment to safeguarding best practice, ensuring that the safeguarding and wellbeing of children and vulnerable adults is protected in all project management activities and that this safe commitment and practice is passed on to all staff engaged in project activities.</li> </ul>

3.3	<b>Performance management</b> <ul style="list-style-type: none"> <li>▶ To ensure all case recording and documentation is accurate and up-to-date at all times, using WDP’s case management systems.</li> </ul>
3.4	<b>Quality of service</b> <ul style="list-style-type: none"> <li>▶ To ensure that the service responds to the needs of service users and carers.</li> </ul>
3.5	<b>Information management</b> <ul style="list-style-type: none"> <li>▶ To adopt the principles of Information Governance and ensure the security and safety of premises, equipment, records and resources.</li> <li>▶ To ensure that they deliver against the intended outcomes and progress towards set milestones, whilst proactively monitoring the state of readiness and risks and issues that need to be addressed.</li> </ul>
3.6	<b>Resource management</b> <ul style="list-style-type: none"> <li>▶ To ensure all resources are used effectively, taking advantage wherever possible of the potential for economies of scale and scope.</li> <li>▶ To ensure effective time management, making best use of personal and case management supervision.</li> </ul>
3.7	<b>Contributing to the promotion and success of the Capital Card® scheme</b> <ul style="list-style-type: none"> <li>▶ Follow the process for enrolling all consenting service users onto scheme and rewarding points for appropriate interventions</li> <li>▶ Actively promote the scheme, the Companion App and local spend partner opportunities to service users at every opportunity</li> </ul> <p>Attend relevant training as required</p>
3.8	<b>General accountabilities</b> <ul style="list-style-type: none"> <li>▶ To participate constructively and positively in internal and external meetings and events: behaving as a role model and promoting and supporting communication channels and relationships that reflect positively on WDP.</li> <li>▶ To comply with WDP’s policies and procedures and complete all mandatory training.</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 observe professional integrity in relationships with all stakeholders.</li> <li>▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.</li> <li>▶ To ensure that WDP’s Equal Opportunities Policy is incorporated into daily work practice at all times.</li> </ul>

## 4. WDP’s commitment to you

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

4.1	<u>Equal Opportunities</u> 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
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	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.
4.2	<u>Recovery</u> 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.
4.3	<u>Career Development and Progression</u> 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.
4.4	<u>Safeguarding</u> 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.
4.5	<u>Care Quality Commission (CQC)</u> 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.

## 5. Your commitment to WDP

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 in order to meet the changing needs of WDP.</i>	

<b>Person specification</b>		<b>E/D</b>	<b>Measured by</b>
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).			
<b>Please note</b> - 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.			
<b>1.</b>	<b>Education, knowledge and experience</b>		
1.1	Educated to degree level or equivalent (a relevant project management qualification or significant practice experience is desirable).	E	A and I
1.2	Proven experience of working with young people and developing appropriate service responses.	E	A and I
1.3	Experience of meaningful and proactive service user involvement.	E	A and I
1.4	Experience of working in criminal justice settings.	D	A and I
<b>2.</b>	<b>Abilities and skills</b>		
2.1	Good written and communication skills.	E	A and I
2.2		E	A and I
2.3	An ability to work with service users at different stages of behavioural change.	E	A and I
2.4	Effective interpersonal skills and the ability to engage successfully with internal and external stakeholders at all levels.	E	A and I
2.5	High levels of personal IT competency.	E	A and I
2.6	Ability to work flexible hours and outreach, including weekends and evenings.	E	A and I
<b>3.</b>	<b>Working within WDP's framework of commitments to employees</b>		
3.1	A commitment to engaging with and positively promoting WDP's values, vision, mission and strategic objectives	E	A and I
3.2	An understanding of and commitment to safeguarding best practice	E	A and I

3.3	An understanding of the importance of professional integrity	E	A and I
3.4	A responsible approach to health, safety and wellbeing	E	A and I
3.5	A commitment confidentiality relating to all information acquired through the course of your employment	E	A and I
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards	E	A and I
3.7	A commitment to learning to improve and broaden your own professional knowledge and skills and those of your team members	E	A and I
<b>4. Key competencies</b>			
4.1	<ul style="list-style-type: none"> <li>▶ A good understanding of the Troubled Families Programme and its relationship with Substance Misuse Families.</li> </ul>	E	A and I
4.2	<ul style="list-style-type: none"> <li>▶ Strong ability to promote and foster engagement of Substance Misuse Services and key stakeholders in Barnet with the Troubled Families Programme. A high level of consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner.</li> </ul>	E	A and I
4.3	<ul style="list-style-type: none"> <li>▶ Ability to work flexibly, create a rapport and build professional working relationships with a broad range of professionals. Demonstrable ability to present succinctly and confidently to a range of professionals in a range of forums.</li> </ul>	E	A and I
4.4	<ul style="list-style-type: none"> <li>▶ A good working knowledge and understanding of policy, procedure and guidance in relation to children in need and at risk.</li> </ul>	E	A and I
<b>5. Equality, diversity, vision, mission and values</b>			
5.1	An empathy for and understanding of our mission, vision and values.	E	A and I
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A and I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A and I
5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A and I
<b>6. Circumstances</b>			
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours.	E	A and I
6.2	A flexible approach to workload.	E	A and I

			Authors		
	Version number	Date	Initials	Initials	Initials
	1.0	19 July 2016	LM		
	1.1	28 August 2018	TL		