



Sessional Recovery Practitioner

(Salary as advertised)

**Passmores House,
Harlow, Essex**

Sessional Hours

Sessional Contract

1. Main purpose of the role

- ▶ Based at Passmores House (residential detox and rehab in Harlow, Essex), the post holder will work as part of a multi-disciplinary team, delivering Recovery orientated interventions to a complex client group.
- ▶ As a Sessional Worker you will support service users through their recovery, offering one to one key working and recovery planning. In addition, you will act as a therapeutic group facilitator, delivering the Passmores House structured group work programme.
- ▶ You will be skilled at developing and maintaining relationships with external referrers and care managers, whilst working collaboratively with your colleagues to ensure individualised recovery plans are developed for service users.
- ▶ In addition the Sessional Worker will:-
 - Assess, engage and deliver evidence based treatment interventions to service users, preparing residents for their eventual discharge with the skills to ensure sustained Recovery.
 - Work collaboratively in developing professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted
 - To continuously assess the psychological, emotional, social and rehabilitative needs of service users, whilst taking into account recovery care planning and evaluation of treatment plans.
 - Develop appropriate links with community services that will aid and support community reintegration for service users post discharge.
 - Be committed to developing your own practice and contribute to the service meeting regulatory standards such as Care Quality Commission (CQC).
- ▶ You will have a non-judgmental, client-centred approach and will be a strong team player, whilst modelling pro-social behaviour in your daily practice.
- ▶ Flexibility in working hours will be required to participate in a rota system which includes evening, weekends and bank holiday working, as necessary.

2. Reporting and working relationships

Reporting relationships:

- ▶ **Reports to** Senior Recovery Practitioner



Working relationships:

- ▶ Service Users
- ▶ Nursing Team
- ▶ Specialist Doctor
- ▶ Service Manager
- ▶ Referrers / Care Managers
- ▶ Recovery Support Workers



3. Role-specific responsibilities

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| 3.1 | ▶ Ensure full risk assessments and risk management plans are developed in accordance with WDP Recovery Handbook. |
| 3.2 | ▶ Use agreed and established Outcome Monitoring Tools and any other relevant quality measures |
| 3.3 | ▶ Support and motivate individuals to help achieve successful outcomes using a variety of tools and interventions |
| 3.4 | ▶ Be responsible for the effective management of own caseload and maintain accurate records for case notes and handovers. |

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| 3.5 | <ul style="list-style-type: none"> ▶ Maintain accurate and up to date documentation of all client records, ensuring the confidentiality of such records of information are in line with the Data Protection Act and Information Sharing Protocol. |
| 3.6 | <ul style="list-style-type: none"> ▶ Offer clients a range of advice and support on the following issues; budgeting, debt management, ETE, benefit and housing entitlement, health & wellbeing. |
| 3.7 | <ul style="list-style-type: none"> ▶ Facilitate the group work programme and debrief to colleagues following each session |
| 3.8 | <ul style="list-style-type: none"> ▶ Liaise closely with Referrers/care managers during placements and provide detailed reports regarding progress. |
| 3.9 | <ul style="list-style-type: none"> ▶ Devise individual recovery plans; identifying needs and develop individual treatment packages. |
| 3.10 | <ul style="list-style-type: none"> ▶ Contribute to the service meeting regulatory standards such as Care Quality Commission (CQC) and National Institute for Clinical Excellence (NICE) |
| 3.11 | <ul style="list-style-type: none"> ▶ Proactively address inappropriate behaviours that could undermine group dynamics and therapeutic community |
| 3.12 | <ul style="list-style-type: none"> ▶ Ensure that service users receive advice and support in developing life skills in relation to maintaining their own home, socialising, developing support networks, volunteering, training education employment and leisure activities |
| 3.13 | <ul style="list-style-type: none"> ▶ Attend and participate in Team meetings, CQG and Partner agency meetings as required |
| 3.14 | <ul style="list-style-type: none"> ▶ To assist and contribute to continually developing the service to meet the changing needs of service users |
| 3.15 | <ul style="list-style-type: none"> ▶ To ensure compliance with WDP's relevant policies and procedures |
| 3.16 | <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. |

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| 4. WDP's commitment to you | |
| <i>WDP works within the following framework and requires all employees to do the same.</i> | |
| 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> <p>Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.</p> |
| 5.3 | <p><u>Boundaries and behaviours</u></p> |

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| | Observing professional integrity in relationships with service users, peers and other relevant professionals. |
| 5.4 | <p><u>Health & Safety</u></p> <p>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.</p> |
| 5.5 | <p><u>Confidentiality</u></p> <p>Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.</p> |
| 5.6 | <p><u>Information Governance</u></p> <p>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.</p> |
| 5.7 | <p><u>Continuous Professional and Personal Development</u></p> <p>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> |
| <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.

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| 1. | Education, knowledge and experience | | |
| 1.1 | Excellent understanding of drug and alcohol issues and experience of working with complex clients, preferably in a residential setting | E | A/I |
| 1.2 | Experience of delivering psychosocial interventions such as motivational techniques, CBT, relapse prevention and ITEP maps | E | A/I |

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| 1.3 | A proven commitment to anti-discriminatory practices and an understanding of Equal Opportunities Policy and Practice. | E | A |
| 1.4 | Ability to work with clients at different stages of behaviour change and make appropriate assessment of need. | E | A/I |
| 1.5 | Experience of conducting risk assessments and associated risk management plans, as well as devising SMART recovery care plans. | E | A/I |
| 1.6 | Experience and knowledge of delivering group work interventions. | E | A/I |
| 1.7 | Excellent written and verbal communication skills with the ability to compile and present reports | E | A/I |
| 1.8 | Experience of developing and maintaining professional boundaries | E | A |
| 1.9 | Ability to develop and maintain relationship with key stakeholders, such as referrers and care managers. | E | A |
| 1.10 | Understanding of and commitment to ensuring the safeguarding and wellbeing of vulnerable adults and children | E | A/I |
| 2. Abilities and skills | | | |
| 2.1 | The ability to input and support with data collection | E | A |
| 2.2 | Ability to liaise and work in partnership with a wide range of professionals and agencies. | E | A/I |
| 2.3 | Ability to communicate complex information to individuals and groups in a way that is easily understood. | E | A |
| 2.4 | Effective interpersonal skills with the ability to engage successfully with internal and external stakeholders at all levels | E | A/I |
| 2.5 | The ability to work collaboratively with others (internally and externally). | E | A/I |
| 2.6 | A high degree of personal IT competency as well as excellent verbal and written communication skills. | E | A |
| 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/D | A/I |
| 3.2 | An understanding of and commitment to safeguarding best practice. | E/D | A/I |

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| 3.3 | An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals. | E/D | 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/D | A/I | | |
| 3.5 | An understanding of and commitment to treating all information acquired through the course of your employment as confidential. | E/D | A/I | | |
| 3.6 | An understanding of information governance processes and a commitment to follow and apply all necessary safeguards. | E/D | 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/D | A/I | | |
| 4. Equality, diversity, vision, mission and values | | | | | |
| 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 | | |
| 5. Circumstances | | | | | |
| 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 | | |
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| | | | Authors | | |
| | Version number | Date | Initials | Initials | Initials |
| | 1.0 | 14.06.2018 | DO'M | | |