

Job Title	Residential Substance Misuse Worker		
Team	Recovery	Reports to	Deputy Manager
Department	Operations	Location	Worthing
Flexibility for home working	Y/ <u>N</u>	Direct Reportees If yes, number:	Y/ <u>N</u>
Budget responsibilities	Y/ <u>N</u>		

## Main Purpose of Job:

To provide specialist substance misuse support to Recovery Project residents on a key working basis in order to enable them to achieve independent living, recovery and resettlement.

The role also includes Housing Management tasks within the Recovery Project.

## Main Duties:

### Specialist substance misuse service

- To provide a specialised residential substance misuse support service.
- Offering informal and practical support to service users to ensure that they feel as safe and secure within the project as possible and are treated with dignity and respect.
- Provision of support to clients with multiple and complex needs (substance misuse, mental health issues, dual diagnosis, offending history, history of traumatic life events), through regular key working, brief interventions, group working and motivation-based interventions.
- Managing and monitoring closely the risk of managed withdrawals from alcohol and other substances.
- Acting as key worker for service users. Keeping full and accurate casework records and acting as a focal point for information on service users.
- Develop, monitor and review SMART support plans, risk assessments and related resettlement plans in partnership with service users.
- Undertaking practical and life-skills training with service users in order to promote independence and prevent future tenancy breakdowns.
- Undertaking regular breathalysing and drug testing of service users.
- Supervision and monitoring of clients taking medication.

### Housing Management

- Reception and inducting of new residents informing them of their rights and responsibilities and explaining the aims and objectives of the project.

- Ensuring the requirements of licence agreements and house rules are fulfilled, including making decisions on warnings and evictions.
- Maintaining and keeping accurate records including: events and incidents, complaints, resident's files, statistics and other monitoring information. To provide written reports on specific areas as required by the project manager.
- Assisting with the collection/monitoring of service charge/licence fees within the context of developing resident's budgeting skills. Where necessary assisting with other benefit claims to ensure service users maintain entitlement to benefits including housing benefit by taking action where such entitlement lapses.
- Maintain Health & Safety standards of Turning Tides services, encouraging service users to take responsibility for keeping their personal space and communal areas clean. Acting as fire officer and first aider whilst on duty.

### **Compliance with Organisational policies and regulatory requirements**

- Abide by Turning Tides' policies and procedures and regulatory requirements at all times and in particular:
  - Health and Safety
  - Adult and Child Safeguarding, Professional Boundaries
  - Confidentiality and Data Protection Act

### **Equality and Diversity**

- Promote and embed a proactive approach to equality and diversity – by example and approach.

### **General**

- Maintain personal development including participation in performance reviews and training.
- Undertake any other reasonable duties required by the management team.
- Maintain at all times the ethos of Turning Tides.

## Specification

Applicants will be invited to interview based on the following criteria.

### Knowledge and Experience

Criteria
Good knowledge of alcohol, drugs and issues around addiction and relapse management
Good knowledge of mental health and personality disorders
Basic understanding of the welfare benefits relating to adults
Experience of working with vulnerable people in residential care setting
Experience of delivering support to vulnerable people with multiple and complex needs

### Skills and abilities

Criteria
Able to motivate and inspire clients to make positive life changes
Ability to manage and plan own workload to meet deadlines and targets
Good computer literacy skills

### Specific Job Requirements

Criteria
Ability to work on a shift pattern, including bank holidays, weekends and unsociable hours. Some occasional handling (inanimate objects) is involved in this role.
Post holder must be able to travel around the West Sussex area and accompany clients to their appointments.