



**Empowering people experiencing multiple barriers to achieve positive change.**

### **Job Description**

- Title:** Recovery Coordinator
- Location:** Unity House, Manningham Lane and Temple Street, Keighley – all service site locations
- Responsible to:** Team Leader
- Salary Scale:** SCP 15 – 20 £27,756 - £30,288
- Hours of Work:** Mon, Wed, Thurs, Fri – 9.15 am – 5.15 pm (including 30-minute unpaid lunch break) Tues – 12.00 noon – 8.00 pm (including 30 minute unpaid lunch break)

### **ROLE PURPOSE**

New Vision Bradford offers a range of support for people experiencing issues with substances from across Bradford, Keighley, Bingley, Ilkley, Shipley and everywhere in the district.

This role will work as an integral part of the multi-disciplinary team delivering high quality substance misuse treatment provision by supporting service users from point of entry into the service and throughout their treatment/recovery journey.

The post holder will provide:

- Screening, assessment, and recovery planning and onward referral;
- Reducing drug and alcohol related harm to service users and the wider community;
- Promoting carer, service user and community involvement;
- Providing advocacy for access to partnership services;
- Working with service users to support social (re)integration, enabling them to lead meaningful and purposeful lives, promoting recovery, resilience, peer support and self-determination.

### **Key Duties and Responsibilities**

- Act as main care coordinator overseeing assigned groups of service users, providing: screening; asset mapping; comprehensive assessments; recovery planning using recognised theoretical techniques such as motivational interviewing and CBT and reviews of care.
- Coordinate a tailor-made package of care including:
  - Recognised psycho-social interventions;
  - 1 to1 key work, small and larger group work;
  - Coordinate access to clinical interventions where required;
  - Harm minimisation and brief interventions
  - Assertively coordinating and connecting the service user to community-based provision to meet their recovery needs.
- Carry out comprehensive service user assessments, including asset mapping of community resources and develop individual recovery plans that clearly identify how achieving each goal will enable progression in addressing substance use and re/integrating into the community.
- Support the development of service-based recovery communities.
- Develop links with local recovery groups / mutual aid groups.

- Ensure the timely and accurate collection, recording and reporting of specified data.
- Assess suitability for groups in terms of risk and service user needs.
- Carry out risk assessments and risk management.
- Triage assessment and onward referral to a range of treatment/community support agencies.
- Work with prescribing clinicians to support substitute prescribing regimes to improve social functioning where required.
- To be creative and innovative so that the post best meets the needs of the service user, promoting access into treatment, and continued engagement with underrepresented communities.
- Ensure that all aspects of confidentiality are adhered to and that consent to share information is a key element to building trusting therapeutic alliances.
- Help individuals to develop recovery resources and access peer and mutual support groups to develop their own recovery capital.
- Work and liaise with other agencies involved with the service user's broader care plan including health services, hospitals, and GPs.
- To support the smooth running of the service, by contributing to tasks such as reception, duty cover, on an ad hoc basis.

- Provide health education especially in regard to harm minimisation, blood borne viruses and overdose prevention.
- To assist and carry out appropriate screening processes including dry blood spot testing, urine, and saliva tests, after completion of appropriate training or demonstration of relevant experience.
- To carry out key harm reduction strategies such as running of the Needle Exchange and distribution of Naloxone, after completion of appropriate training or demonstration of relevant experience.

Person Specification	Essential	Desirable
<b>Qualifications</b>	<p>A relevant professional qualification (eg NVQ3 in Health and Social Care, Social Work Degree, RMN, etc) <b>or</b> 2 years full time or equivalent in part time experience of working with people with alcohol and / or drug problems and / or people with complex and multiple needs within the last 4 years.</p>	
<b>Experience</b>	<p>Relevant demonstrable experience of case management and delivering care-coordination in substance misuse or directly related field.</p> <p>Experience of working in an outcomes-focussed environment.</p> <p>Experience of updating and maintaining records in a timely fashion and working to deadlines for the submission of information, e.g. reports.</p> <p>Experience of liaising and working in partnership with a wide range of professionals and agencies.</p>	

Person Specification	Essential	Desirable
<p><b>Knowledge and Skills</b></p>	<p>Excellent understanding of drug and alcohol issues.</p> <p>Has a good working knowledge of adult and child safeguarding.</p> <p>Accomplished written and verbal communication skills and a high degree of personal IT competency.</p> <p>Excellent time management skills, and an ability to work on own initiative, prioritising accordingly.</p> <p>Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives.</p> <p>Ability to manage change successfully in a way that prioritises the needs of service users.</p> <p>Ability to communicate complex information to individuals and groups in a way that is easily understood.</p> <p>Effective interpersonal skills with the ability to engage successfully with internal and external stakeholders at all levels.</p> <p>The ability to work collaboratively with others (internally and externally).</p>	<p>Good working knowledge of mental health interventions, services and good practice.</p>

Person Specification	Essential	Desirable
<p><b>Other attributes</b></p>	<p>A commitment to multi-agency working and establishing partnerships with other professions to achieve good outcomes for the service user group, e.g. mental health services, criminal justice agencies, community groups, etc.</p> <p>The post holder is expected to be flexible with regards to working hours in order to meet the requirements of the post.</p> <p>Willingness to contribute to the training and development of others.</p> <p>Demonstrable experience of working flexibly, positively, and cooperatively within a team.</p> <p>Willingness to work within a performance managed environment and contribute to performance reporting.</p> <p>Willingness to undertake regular supervision and appraisal in line with Bridge policies and actively participate in own professional / personal development.</p> <p>Willing to travel in order to fulfil the requirements of the post.</p> <p>Conform to standards of dress which reflect a professional service.</p>	

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
	Willingness to keep abreast of relevant professional developments and to undertake training for the post.	