
JOB DESCRIPTION – HMP Leicester Band 4 Recovery Support Worker

DATE :
Jul/19
REF NO:

JOB DETAILS:

JOB TITLE: Recovery Support Worker (Interventions & Groupwork Facilitator)

BAND: 4 (Agenda for change)

HOURS: 37.5

DEPARTMENT: Inclusion

LOCATION: HMP Leicester

REPORTS TO: Team Senior Practitioner

ACCOUNTABLE TO: Head of Inclusion

RESPONSIBLE FOR:

- Organisation and delivery of groupwork
- Provision of drug treatment to Service Users within the establishment.
- Hold a caseload of service users and being responsible for offering a range of interventions to that individual.
- Supporting a service user through their treatment journey from beginning to end.
- Embracing the concept of recovery and demonstrating this in clinical work
- Ensuring that work is evidence based, up to date and in accordance with current policy and legislation.
- Keeping up to date and accurate records and documentation.

WORKING RELATIONSHIPS:

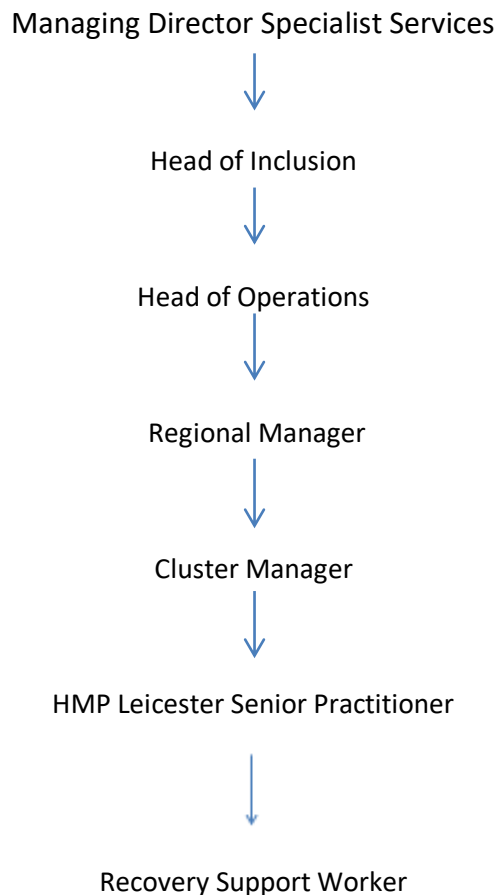
INTERNAL: Administrators, Data Administrators, Administrator manager, Recovery workers Specialist Recovery Workers, Medical staff, Volunteers, Recovery Champions, Team leaders, Inclusion Managers

EXTERNAL: GP's, Prisons, Probation, Police, Primary and Secondary healthcare services, Health and Non Health related professionals, Education, Employment and Training agencies, Housing organisations.

JOB PURPOSE:

To provide and deliver group work intervention and non-complex 1:1 interventions to service users accessing treatment at HMP Leicester

ORGANISATIONAL STRUCTURE:



KEY DUTIES AND RESPONSIBILITIES:

Client Work

- To organise programme of groupwork within the establishment and to facilitate group work interventions as directed by Line Manager.
- Provide harm reduction advice, information and support with an emphasis on safer drug use, safer sex, HIV, Hepatitis A, B and C and other blood borne infections.
- Be responsible maintaining an appropriate caseload with key worker responsibility.
- To co-produce and construct care packages with multi disciplinary colleagues where required, review care plans in a structured format and manage onward referral.
- Demonstrable commitment to service user involvement and leading service user projects.
- To work with a range of professionals in ensuring service users' needs in terms of safeguarding and mental health are met.

Liaison

- To develop and sustain links with multi-disciplinary services including statutory and non-statutory providers of drug and alcohol services, criminal justice services and providers of wrap around services.
- To develop a network of contacts with relevant agencies to promote service accessibility for the client group.
- To attend relevant meetings to represent Inclusion and the team if and when required.

Administration

- To keep up to date records and information for the purpose of internal and external evaluation.
- To provide information and statistics consistent with Public Health and Inclusion's requirements.
- To prepare and present data to management.

General

- To participate in regular supervision with line manager.
- To take part in annual appraisal and review based on MPFT's Personal Development Conversation.
- To attend relevant internal and external meetings.
- To undertake any other duty relevant to the role as directed by the manager.
- To be prepared to work some evenings and weekends.
- To demonstrate commitment to evidenced based practice and keep up to date with trends and changes in the drug field.
- A commitment to the equal opportunities and confidentiality policies of Midlands Partnership NHS Foundation Trust.
- To be committed to anti-discriminatory practice.
- To take part in all relevant training provided by Inclusion, Midlands Partnership NHS Foundation Trust, Public Health and any other relevant agency.
- Potential exposure to verbal and non-verbal aggression. De- Escalation techniques, debrief sessions for incidents. Exposed to patients under the influence of drugs and alcohol abuse.

SYSTEMS AND EQUIPMENT

- To contribute to the development of systems and interventions as and when required.
- To use I.T. equipment as provided by Inclusion and the prison to include P-NOMIS and SystmOne.

DECISIONS AND JUDGEMENTS

- To make decisions based on effective communication and risk management. To seek management advice where appropriate
- To identify training needs and utilise supervision effectively.
- To be aware of boundaries at all times.
- To be responsible for identifying individual training needs and keep abreast of new trends

COMMUNICATION AND RELATIONSHIPS

- To effectively communicate and work collaboratively with a range of people including service users, colleagues, prison staffs, external partners/providers to ensure the service users' needs are met.
 - To work within and promote an integrated drug and alcohol recovery service.
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- To be professional at all times, including whilst representing Inclusion at internal and external events.
- To take part in appropriate training and development; to demonstrate local work routines to new starters or temporary staff.

ORGANSATIONAL

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures including the specific responsibilities related to infection control.
- Responsibility of ensuring all required data and information is maintained as per Trust guidelines and policies

PROFESSIONAL

- To keep up to date records and information for the purpose of internal and external evaluation.
- To provide information and statistics consistent with requirements.
- To prepare and present reports when required to do so.
- Responsible for participation in the trust appraisal process, identifying own/others mandatory professional, supervisory, personal development and training needs. To demonstrate compliance with Inclusion mandatory training.

PHYSICAL DEMANDS OF THE JOB

- To use IT and visual display equipment on a daily basis.
- To attend training in different geographical areas from the service
- To work flexible hours in line with service needs To work across designated sector when required to do so.
- To deliver groupwork within the prison environment, this includes standing for periods of time. When facilitating a group and walking around a large establishment.

MOST CHALLENGING / DIFFICULT PART OF THE JOB

- To be responsible for your own security and safety and be fully compliant with trust policies.
- Working in a hostile environment and at times be the witness to violent and aggressive behaviour

JOB STATEMENT:

Infection Control
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are

provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
Learning and Development
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in KSF appraisal processes in line with Trust policy and guidance.
Health and Safety
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
Constitution, Competence and Capability
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
Dignity at Work Statement
South Staffordshire and Shropshire Healthcare NHS Foundation Trust are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
Safeguarding Children and Vulnerable Adults
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

PERSON SPECIFICATION

JOB TITLE: Recovery Support Worker	
DEPARTMENT Inclusion HMP Leicester :	BAND: 4 (agenda for change)

*Assessed by: A = Application I = Interview R = References T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
QUALIFICATIONS & TRAINING			
Some experience of working with drug users or in a closely associated field. Relevant training / Qualification in associated field: <ul style="list-style-type: none"> • CBT • Motivational Interviewing • Brief solution focussed therapy • Mapping techniques (ITEP/BTEI) 	A/I A	A professional qualification in Social Work, Probation, Nursing, Psychology, Youth and Community etc. Relevant training / Qualification in associated field: <ul style="list-style-type: none"> • CBT • Motivational Interviewing • Brief solution focussed therapy • Mapping techniques (ITEP/BTEI) 	A/I
EXPERIENCE			
A track record of facilitating groupwork interventions in a substance misuse or related field	A/I		
A commitment to and understanding of harm reduction approaches to working with drug users.	A/I		
Excellent communication skills and to promote service user involvement.	A/I		
Advocacy skills and case management experience.	A/I		

SKILLS, KNOWLEDGE & ABILITIES			
Knowledge of substances and their effects	A/I	Knowledge of criminal justice field	A/I
Ability to work effectively as a member of a team.	A/I	Previous experience of working in a prison setting	A
Understanding of equal opportunities.	A/I		
Ability to work with drug/alcohol users in a prison environment.	A/I		
Ability to prioritise.	A/I		
Ability to work collaboratively with other professionals.	A/I		
Good interpersonal skills and communication skills.	A/I		
Ability to work under pressure.	A/I		
Good IT skills	A/I		
Ability to liaise and build links with relevant statutory and non-statutory agencies.	A/I		
Ability to collect, interpret and keep statistical data & produce well written reports.	A/I		
A commitment to and understanding of equal opportunities and respect for Diversity.	A/I		
PERSONAL ATTRIBUTES			
Commitment to work within the framework of the recovery agenda	A/I		
Reliable and punctual	A/R		

JOB HOLDER	SIGNATURE
	DATE

MANAGER	SIGNATURE
	DATE