






Job Description (Part 1)

Post	
Job Title	Senior Substance Use Practitioner (Triage)
Job Holder	VACANT
Location	Nottingham Recovery Network (Triage Team)
Hours	37 per week
Contract Type	Permanent
Reports to	Triage Service Manager

Double Impact CIC	
Our Mission	<p>INSPIRING CHANGE AND POSITIVE CHOICE</p> <p>Double Impact is a registered charity and not for profit organisation, established in 1998.</p> <p>Our Mission is to provide a quality service which promotes recovery and community integration for people who have experienced problematic drug and alcohol use. This is achieved by providing opportunities for personal development, healthy choices, education, vocational training, employment and access to housing.</p> <p>By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service.</p> <p>We believe that with the right support everybody can recover and that in recovery anything is possible.</p>
Nottingham Recovery Network	<p>The Nottingham Recovery Network aims to deliver a fully-integrated, high quality drug and alcohol treatment and recovery support system that is locally owned and personally valued, with service user and carer involvement embedded in all aspects of its practice. The Nottingham Recovery Network comprises of Framework Housing Association (Lead Agency), Double Impact and Nottinghamshire Healthcare NHS Foundation Trust.</p> <p>The service focuses on a three phase service delivery model comprising of:</p> <ul style="list-style-type: none"> - Recovery Orientation (Engagement) - Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions) - Re-integration (Recovery including the Double Impact Academy) <p>This is underpinned by the four cornerstones of:</p> <ul style="list-style-type: none"> - Peer-led Mutual Aid - Mentoring and Volunteering - Service User Involvement - External Mutual Aid
Our Values	<p> Supportive to individuals and their diverse needs and to the wider treatment community;</p> <p> Passionate about everything we do;</p>

	 Inclusive: by involving service users and staff in all aspects of what we deliver and through working in partnership;
	 Responsive: to our service users' changing needs, to the communities in which they live and to our staff;
	 Effective: In realising individuals' goals and achieving our aim.

Job Profile	
Purpose of Job	<p>The post holder will be an integral member of the Nottingham Recovery Network, ensuring effective joint working across all areas enabling service users to move through the system and progress out of treatment and reintegrate as quickly as possible.</p> <p>The post holder will provide high quality evidenced based substance use treatment to adults with <u>mild to moderate dependence</u> on substances in line with national guidance. This will be achieved through assessment, screening, care planning, recovery planning (SMART), case management, the delivery of comprehensive, structured and unstructured treatment <u>and implementing and evaluating treatment plans</u> as defined by Models of Care 2002/2006, NICE guidelines quality standards for drug use disorders 2012 (51 & 115) and public health guidance 24.</p> <p>The post holder will have responsibility for providing support and guidance to substance use workers.</p> <p>The post holder will proactively maintain contact with service users striving for positive outcomes for all to include where possible the attainment or maintenance of abstinence.</p>
Position in Organisation	<ul style="list-style-type: none"> • Reports to the Triage Service Manager • Point of contact for/with Nottingham Recovery Network service users • Works in partnership with the Nottingham Recovery Network • Point of contact for/with statutory and non-statutory agencies e.g. housing, employment, criminal justice, social services, police, probation • Point of contact for/with community resources/providers e.g. CGL Jigsaw.
Scope of Job	<p>To work in partnership with the wider Nottingham Recovery Network team to case manage more complex cases and support individuals with substance use problems through the recovery system.</p> <p>To carry a caseload of service users with mild to moderate dependence to substances including multiple needs.</p> <p>The post is required to be competent and autonomous in implementing and evaluating treatment plans for more complex cases and will have the experience and knowledge to competently advise more junior members of the team.</p>
Qualifications	<ul style="list-style-type: none"> • At least a Level 3 Diploma in Health & Social Care • Degree level knowledge in Health/Social Care or other relevant applicable field (desirable) • Professional Training/Qualifications in another relevant area e.g. counselling, psychotherapy etc (desirable)

Job Description (Part 2)

Duties & Key Responsibilities	
Key Responsibilities:	<ul style="list-style-type: none"> To carry out initial and specialist assessments for clients referred to the Nottingham Recovery Network with mild to moderate dependence on substances as well as physical and mental health comorbidities To provide support and guidance to more junior members of the team. To carry a caseload with responsibility for assessing, planning, implementing and evaluating care programmes to identify levels of dependence and create an individually tailored plan of care; to encourage the development of working towards the achievement of agreed goals. To complete a full risk assessment of need including risk to self and others and adult/child safeguarding identification and risk management. To link service users to appropriate internal and external services and other areas of the Nottingham Recovery Network. To provide support to shared care and satellite clinics. To proactively maintain contact with service users instilling belief of 'Recovery'. To ensure that appropriate Mentor or Peer Mentor support is in place to support the service user on their journey to recovery. Be able to facilitate health promotion events in the community and support with training. To assist service users to access learning, training and development opportunities where appropriate. To utilise skills and knowledge to facilitate therapeutic one to one and group psychosocial based interventions and learning opportunities alongside other members of the team. To utilise motivational interviewing and CBT techniques in one to one and group settings to promote engagement in treatment services, encourage self-esteem, well-being, self-responsibility and enhanced motivation. To promote healthier lifestyles and increase service user choice and engender a recovery focused community To promote mutual aid and self-help. To take an active role in multidisciplinary meetings, to feedback, record and discuss individual cases. To provide mentorship and training to student nurses, social workers, other professionals and new staff to develop and improve awareness and knowledge of substance related issues. To work closely with all partnership members for the benefit of the service user. To deal with any safeguarding concerns in line with policy and procedure. To promote service user involvement To ensure that all aspects of confidentiality are adhered to

	<ul style="list-style-type: none"> To recognise personal and professional boundaries and work within Double Impact's code of conduct
Administration & Systems	<ul style="list-style-type: none"> As a treatment system, patient notes are considered health care records and are therefore subject to enhanced scrutiny. Record keeping must not only adhere to Nottingham Recovery Network's record keeping policy, but also national guidance on health care records (NMC) To ensure that all administration duties connected with Nottingham Recovery Network and Double Impact programmes are carried out To ensure that key performance indicators are met as stipulated by the service level agreement and to achieve specified targets as set by the team leader. To operate record keeping and monitoring procedures in accordance with contract requirements. This will involve the recording of individual activity in accordance with agreed data collection systems. To work to company targets and performance measurement requirements.
Other Duties	<ul style="list-style-type: none"> To carry out all work in accordance with the company and its partners philosophy and ethos To carry out all work in accordance with the company's policies and procedures To ensure all Health & Safety procedures are adhered to To ensure Equal Opportunities is maintained and promoted To attend staff meetings and engage in all staff support, development and supervision systems. Proactively improve personal knowledge and skills by completing any relevant training To present a professional image and act as an ambassador for Double Impact and the Nottingham Recovery Network at all times To keep abreast of developments in services, legislation and practice relevant to services for substance users. To act as an ambassador for Double Impact and the Nottingham Recovery Network Such other duties as the management may from time to time reasonably require

Job Specification (Part 3)

Person Specification		
	Essential	Desirable
Education & Experience	<ul style="list-style-type: none"> Experience of utilising psychosocial interventions (e.g. motivational interviewing, CBT) to initiate change Extensive experience of working with alcohol or drug users in a similar role Experience of working in the substance use field Experience of supporting, advising and guiding more junior members of staff within a substance use setting Experience of harm reduction/relapse prevention models Experience of working in a multi-disciplinary team 	<ul style="list-style-type: none"> At least a Level 3 Diploma in Health & Social Care Degree level knowledge in Health/Social Care or other relevant applicable field Professional Training/Qualifications in another relevant area e.g. counselling, psychotherapy etc

	<ul style="list-style-type: none"> • Experience of working with people from a range of social, cultural and ethnic backgrounds • Experience of delivering /group work 	
Knowledge	<ul style="list-style-type: none"> • Understanding of all available treatment options for clients with substance use problems • Knowledge of the issues facing substance users and the ability to assess, care plan and key work individuals. • Knowledge or experience of Motivational Interviewing and CBT • Excellent knowledge of drugs and alcohol and their effects. • Excellent knowledge of adult and child safeguarding 	<ul style="list-style-type: none"> • Knowledge of mental health issues • Knowledge of Mental Health Act (MHA), Mental Capacity Act (MCA) and awareness of legal procedures.
Abilities	<ul style="list-style-type: none"> • Ability to provide and receive complex sensitive or contentious information where persuasive, motivational, negotiating, training, empathy or reassurance skills are required. • Ability to assess and care plan service users and formulate written reports as necessary • Ability to work both autonomously and within a team • Ability to liaise effectively with other agencies. • Ability to keep calm under pressure • Ability to establish and maintain good, professional working relationships, both internal and external. • Ability to work within professional boundaries. 	
Skills	<ul style="list-style-type: none"> • High standard of 1:1 skills • Motivational interviewing skills • Risk management • Strong interpersonal skills 	
Attitudes	<ul style="list-style-type: none"> • To have a 'can do' mentality • To have a non-judgmental attitude towards drug and alcohol users and offenders • To have a passion for excellence • To have a flexible approach to work • To work in accordance with the company and Nottingham Recovery Network values at all times 	
Customer Focus	<ul style="list-style-type: none"> • Be friendly and welcoming to all our customers (service users), to create a great atmosphere 	
Drive	<ul style="list-style-type: none"> • Be confident and self-motivated • Demonstrate a passionate commitment to the charity and work of Double Impact and the Nottingham Recovery Network. • Welcome and embrace change, with a positive attitude 	
Personal Integrity	<ul style="list-style-type: none"> • Be honest and reliable • Be trustworthy and respectful • Be personally well presented • Maintain excellent time-keeping and attendance • Be professional at all times 	
Teamwork	<ul style="list-style-type: none"> • To have a strong commitment to team working within the Nottingham Recovery Network • To be respectful and considerate to all colleagues • To enthusiastically support the team in pursuit of collective goals • Build and maintain good relationships with all team members • Be willing to take on jobs to balance the team workload 	

Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Senior Substance Use Practitioner
Location	Nottingham Wellbeing Hub, 73 Hounds Gate, Nottingham
Hours	<p>37 hours per week Monday to Friday (9.00 am until 5.00 pm) to include flexibility for late night opening and weekend services when operating normally. You are entitled to a daily unpaid meal break of 40 minutes.</p> <p>In addition to your normal hours of work, you are required to work any necessary additional hours for the proper performance of your duties. This may include evening working.</p>
Contract Type	Permanent
Salary	Full Time Equivalent £29,970 with progression opportunity to £36,483 per annum (N.B Double Impact do not work to NHS pay scales – they are used as a guidance for roles within the Nottingham Recovery Network partnership only)
Probation Period	Applicable to new staff joining the service only
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days. This is in addition to Bank Holidays. Increasing with service.
Notice	<p>Following successful completion of the probationary period, staff are required to give one month's notice in writing to terminate their employment with the Company.</p> <p>During the first month of the probationary period, either the Company or staff member may give one day's notice to terminate their employment. After one month's service and up to satisfactory completion of the probationary period, the Company or staff member may terminate their employment by giving one week's notice.</p>
Conditions	<ul style="list-style-type: none"> Two satisfactory professional, written references, one of which must be the last employer Satisfactory DBS Check Evidence of Right to Work in the UK
Acceptance	
The above job description is not all encompassing and is subject to regular review	
Signature of Post Holder	<p>I have read and accept the duties and responsibilities outlined in this job description.</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>