

Job Description (Part 1)

Post	
Job Title	Recovery Connector
Job Holder	Vacant
Location	Nottingham Recovery Network – Nottingham City
Hours	2 posts (13.5 hours each)
Reports to	Mentoring, Training & Volunteering Coordinator

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> <p> Inclusive: by involving service users and staff in all aspects of what we deliver and through working in partnership;</p>

	<p> Responsive: to our service users' changing needs, to the communities in which they live and to our staff;</p> <p> Effective: In realising individuals' goals and achieving our aim.</p>
Job Profile	
Purpose of Job	<p>As a Double Impact Recovery Connector, you will understand the road to successful long term recovery from drug or alcohol misuse and the challenges faced in the journey to get you there. You will understand because you will have been through it yourself, visible proof that with the right support and help, sustained long term recovery is possible.</p> <p>You will work with team managers/team leads, Academy staff, colleagues, volunteers and peer mentors, supporting service users to take the recovery journey, building their recovery capital and helping them to navigate their treatment journeys, with the aim that service users are enabled to successfully complete treatment and sustain long term recovery.</p> <p>You will help us to build a culture of individual aspiration, spreading the messages amongst service users that recovery is possible and worth aspiring to, motivating others starting on their journey by seeing the progress made by their peers.</p> <p>The Recovery Connector post will provide the opportunity to build, develop skills and knowledge of working in the substance misuse field, while actively championing recovery, using your own skills and experiences to bring added value to the role.</p> <p>The post holder will uphold the values of Double Impact at all times, championing recovery and possibility thinking – a true motivator to other service users.</p>
Position in Organisation	<ul style="list-style-type: none"> • Reports to Academy staff • Point of contact for/with service users • Point of contact for/with community resources/providers
Scope of Job	<p>To motivate and work closely with service users on their recovery journeys.</p>
Qualifications	<ul style="list-style-type: none"> • Basic IT Skills and familiarity with basic IT packages • Successfully completed DI accredited Level 2 Mentoring Training

Job Description (Part 2)

Duties & Key Responsibilities	
<p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • To act as a face and voice of recovery, showing to those embarking on the recovery journey that anything is possible! • To provide a warm and welcoming professional response and image for anyone attending the service. • To promote visible recovery within all aspects of the service. • Provide support and encouragement when clients first enter the service. • Ensure good working relationships are established and maintained with service users, service partners, colleagues and management and also with regards to multi-agency working. • To be there for service users, offering encouragement, practical and emotional support, advice and shared experience. • To help develop a culture of aspiration towards recovery through positive role modelling and example. • Assisting service users to engage in and benefit from services that are on offer. • Encourage service users to attend and engage in group sessions. • To encourage service user participation, community involvement and consultation within the service and help facilitate connection to recovery communities outside of the service. • To act as a positive role model and support to service users and peer mentors. • To assertively link to and promote mutual aid opportunities. • To be knowledgeable about other services available within Nottingham which would support and further enhance service users' recovery journeys. • To connect with service users to identify areas of strength, skill and interest that can be harnessed into positive opportunities moving forward. • To ensure the health and safety of all yourself, other staff and clients by following health, safety and security procedures in the working environment. • To ensure that any safeguarding concerns are flagged to your supervisor immediately • To ensure that Equality of Opportunity policies and anti-discriminatory practice are adhered to and fully implemented at all times and that all practice positively promotes Double Impact's commitment to valuing diversity. • To ensure that you abide by relevant legislation, statutory policy and Double Impact policies and procedures. • To ensure that the NRN Lone Working Policy is followed at all times. • To ensure that all aspects of confidentiality are adhered to. • To contribute towards the attainment of key performance indicators as stipulated by the service level agreement.

	<ul style="list-style-type: none"> • To operate and maintain record keeping and monitoring procedures as directed, ensuring that all data requirements are met in line with the NRN Record Keeping Policy, within appropriate deadlines. • Recognise personal and professional boundaries at all times and adhere to our code of conduct. • Maintain service user confidentiality at all times in line with Double Impact policy and data protection legislation. • To carry out all work in accordance with the company and its partners' philosophy and ethos. • To attend staff meetings and engage in all staff support, training, development and training systems • Proactively improve personal knowledge and skills by completing any relevant training, as agreed in supervision. • To keep abreast of developments in services, legislation and practice relevant to services for substance misusers. • To act as an ambassador for Double Impact and the Nottingham Recovery Network.
<p>Key Duties:</p>	<ul style="list-style-type: none"> • Support service users on a 1-1 basis, working in a structured way, to help them achieve clearly defined recovery goals (identified and agreed jointly between keyworker, connector, and service user, following an appropriate referral for a Connector being made by the keyworker). • To support the delivery of group sessions, and to lead on the delivery of peer led mutual aid groups once competent and confident to do so. • To provide reception cover, as needed. • Support NRN wider services as required, for example, the needle exchange. • To assist keyworkers with the Clifton Shared Care Clinic. • To support the introduction of service users to the facilities and activities on offer at Friar Lane. • To support service users to attend the Sobar Social events (last Friday of every month) – and to support and encourage service users' integration into Sobar and associated recovery community. • To work alongside keyworkers to actively promote mutual aid and other service user involvement activities to service users. • To promote mutual aid and other service user involvement activities to the wider NRN team. • To attend group supervision once a month – and to utilise 1-1 supervision on an ongoing basis and as required. • To carry out risk assessments prior to client work and on an ongoing basis. • To ensure that a representative Connector attends the different NRN team meetings on a regular basis. • 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"> • To be an ex-service user of drug services, have personally achieved abstinence, be free from prescribed medications and not be a current service user of substance use services. • To no longer be involved with the Criminal Justice System • Some experience of group work • Good track record of reliability 	<ul style="list-style-type: none"> • Successfully completed DI accredited Level 2 Mentoring Training
Knowledge	<ul style="list-style-type: none"> • Knowledge of the issues facing substance misusers including appropriate medical interventions, social care and health issues • Knowledge of drugs and alcohol and their effects. 	<ul style="list-style-type: none"> • Knowledge of local services and geography
Abilities	<ul style="list-style-type: none"> ▪ An ability to relate to others and their personal recovery journey, understanding that everyone's recovery is different • Awareness of and ability to maintain professional boundaries and work effectively with partnership agencies • Confidence to work on own initiative as well as part of a team • Responds flexibly to the demands of the post • Ability to listen to others • Ability to work with people from a range of social, cultural and ethnic backgrounds • Ability to work alone effectively • Ability to establish and maintain good, professional working relationships, both internal and external. 	<ul style="list-style-type: none"> • Motivational skills and techniques
Skills	<ul style="list-style-type: none"> • Willing to develop and demonstrate an understanding of safeguarding focusing on children and vulnerable adults' procedures. • Has a professional, empathetic and non-judgmental attitude towards service users • Good communication skills both oral and written with the ability to communicate effectively at all levels • Strong interpersonal skills 	
Attitudes	<ul style="list-style-type: none"> ▪ A willingness to share own experiences ▪ To commit to your own recovery and be open to discussion with respect to ongoing support required to maintain it. ▪ A willingness to learn and develop skills ▪ A willingness to work with and manage challenging behaviour ▪ 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 values at all times 	
Customer Focus	<ul style="list-style-type: none"> ▪ Be friendly, smiley, sociable and welcoming to all who enter the service, demonstrating enthusiasm and energy. • Remain calm, patient and polite at all times • Be helpful and go out of your way to help our service users 	
Drive	<ul style="list-style-type: none"> ▪ Be confident and self-motivated • Demonstrate passion, commitment and enthusiasm to recovery • Welcome and embrace change, with a positive attitude • Be able to work unsupervised in a busy environment 	
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 	

	<ul style="list-style-type: none"> • Be professional at all times 	
Teamwork	<ul style="list-style-type: none"> ▪ Can work effectively in a team • To be respectful and considerate to colleagues and service users • To enthusiastically support the team in pursuit of collective goals • Always be a good team player • Build and maintain good relationships with all team members • Work together with the team to ensure that the Nottingham Recovery Network is the best it can be • Be willing to take on jobs to balance the team workload • Be able to communicate well with people of all levels 	
Other	<ul style="list-style-type: none"> ▪ Flexible approach to work 	

Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Recovery Connector
Location	Nottingham City

Hours	<p>2 posts (2 x 13.5 hours)</p> <p>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 or weekend working.</p>
Contract Type	Fixed Term 12 month contract
Salary	£17,460 pro rata per annum (£6,371 for 13.5 hours)
Pension	Auto Enrolment
Probation Period	6 months
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days, which part time employees will receive pro rata. This is in addition to Bank Holidays.
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 Enhanced 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>