






## Job Description (Part 1)

Post	
<b>Job Title</b>	Recovery Connector ( <b>Fixed Term Contract 12 Months</b> )
<b>Job Holder</b>	Vacant
<b>Location</b>	Lincoln
<b>Hours</b>	2 days a week (TBA) plus the 2 <sup>nd</sup> Wednesday of every month for training Hours: 15.5 Hours which is inclusive of 1 x training day a month (1 x Wednesday every month)
<b>Reports to</b>	Lincoln Academy Team Leader

Double Impact CIC	
<b>Our Mission</b>	<p><b>INSPIRING CHANGE AND POSITIVE CHOICE</b></p> <p>Double Impact is a registered charity and not for profit organisation, established in 1998.</p> <p><b>Our Mission</b> 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>
<b>Double Impact Academy Lincolnshire</b>	<p>The Double Impact Academy aims to establish and promote recovery from drug and alcohol dependence across Lincolnshire. The Academy will connect with service users across Lincolnshire and deliver high quality accredited learning packages that provide pathways and opportunities for individuals to progress through individual Personal Development Plans into learning, volunteering, work readiness and ultimately into employment. The Double Impact Academy Lincolnshire will work closely with the local treatment provider, Addaction, to ensure that all service users are fully informed of the Academy's activities and have the opportunity to access them.</p> <p>The Academy core pathway aims to provide:</p> <ul style="list-style-type: none"> <li>- Connection, Involvement and Recovery Community</li> <li>- Training and Education</li> <li>- Internal and Community Connection Opportunities</li> <li>- Work Experience and Employment</li> </ul> <p>The Academy pathway is underpinned by the four cornerstones of:</p> <ul style="list-style-type: none"> <li>- Peer-led Internal Mutual Aid</li> <li>- Supporting People to Support Others</li> <li>- Service User Involvement</li> <li>- External Mutual Aid</li> </ul>

<p><b>Our Values</b></p>	<p> <b>Supportive</b> <b>Supportive</b> to individuals and their diverse needs and to the wider treatment community;</p> <p> <b>Passionate</b> <b>Passionate:</b> about everything we do;</p> <p> <b>Inclusive</b> <b>Inclusive:</b> by involving service users and staff in all aspects of what we deliver and through working in partnership;</p> <p> <b>Responsive</b> <b>Responsive:</b> to our service users' changing needs, to the communities in which they live and to our staff;</p> <p> <b>Effective</b> <b>Effective:</b> In realising individuals' goals and achieving our aim.</p>
<p><b>Job Profile</b></p>	
<p><b>Purpose of Job</b></p>	<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 closely with colleagues from Double Impact and Addaction (local treatment provider), to support service users to access the recovery Academy. You will work with service users at the end of their recovery journey to take the next step towards education, training and employment services, giving them the opportunity to unlock their potential, develop personal skills, gain qualifications and ultimately employment.</p> <p>You will help us to build a culture of individual aspiration, spreading the messages amongst service users that recovery is worth aspiring to, motivating others by seeing the progress made by their peers within the recovery Academy.</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 and learning, 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>
<p><b>Position in Organisation</b></p>	<ul style="list-style-type: none"> <li>• Reports to Academy Team Leader</li> <li>• Point of contact for/with service users</li> <li>• Point of contact for/with community resources/providers</li> </ul>
<p><b>Scope of Job</b></p>	<p>To motivate and work closely with service users towards the end of their recovery journey to access the recovery Academy and support personal development plans. To support the recovery Academy to facilitate peer led mutual aid groups. To support existing service user groups/forums and continue and flourish across the treatment and recovery services and other involvement activity.</p>

## Job Description (Part 2)

Duties & Key Responsibilities	
<p><b>Key Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Support the delivery of Academy groups including the facilitation of peer led mutual aid groups.</li> <li>• To act as a face and voice of recovery, showing those on the recovery journey that anything is possible!</li> <li>• To carry out initial assessments into the Academy.</li> <li>• To provide a warm and welcoming professional response and image for anyone attending the service and the recovery Academy.</li> <li>• To promote visible recovery within all aspects of the service.</li> <li>• Provide support and encouragement along their recovery journey, promoting the recovery Academy and what it has to offer.</li> <li>• Ensure good working relationships are established and maintained with service users, service partners, colleagues and management.</li> <li>• To be there for service users, offering encouragement, practical advice and shared experience.</li> <li>• To help develop a culture of aspiration towards recovery, education and employment through positive role modelling and example.</li> <li>• Assisting service users to engage in and benefit from services that are on offer.</li> <li>• Encourage service users to attend and engage in groups and forums.</li> <li>• To assertively link to and promote mutual aid.</li> <li>• To encourage service user participation, community involvement and consultation within the service.</li> <li>• To have an active involvement in service user involvement and consultation.</li> <li>• To act as a positive role model and support to service users.</li> <li>• To connect with service users to identify areas of strength, skill and interest that can be harnessed into positive opportunities moving forward within the recovery Academy</li> <li>• To ensure the health and safety of all yourself, other staff and clients by following health, safety and security procedures in the working environment.</li> <li>• To ensure that any safeguarding concerns are flagged to your supervisor immediately</li> <li>• 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.</li> <li>• To ensure that you abide by relevant legislation, statutory policy and Double Impact policies and procedures.</li> <li>• To ensure that all aspects of confidentiality are adhered to.</li> </ul>

<p><b>Administration &amp; Systems</b></p>	<ul style="list-style-type: none"> <li>• To operate record keeping and monitoring procedures as directed.</li> <li>• To maintain electronic records as directed, ensuring that all data requirements are met within appropriate deadlines.</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Recognise personal and professional boundaries at all times and adhere to our code of conduct, policies and procedures at all times.</li> <li>• Maintain service user confidentiality at all times in line with Double Impact policy and data protection legislation.</li> <li>• To carry out all work in accordance with the company and its partners philosophy and ethos</li> <li>• To carry out all work in accordance with the company's policies and procedures</li> <li>• To be aware of and work within the current legislation in relation to the service</li> <li>• To ensure all Health &amp; Safety procedures are adhered to</li> <li>• To ensure Equal Opportunities is maintained and promoted</li> <li>• To attend staff meetings and engage in all staff support, development and supervision systems.</li> <li>• Proactively improve personal knowledge and skills by completing any relevant training</li> <li>• To keep abreast of developments in services, legislation and practice relevant to services for substance misusers.</li> <li>• To act as an ambassador for Double Impact and the Lincolnshire Recovery Network</li> <li>• Such other duties as the management may from time to time reasonably require</li> </ul>

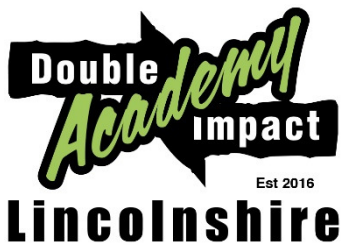
**Job Specification (Part 3)**

Person Specification		
	Essential	Desirable
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>To be an ex-service user of drug/alcohol services, have personally achieved abstinence from drugs and alcohol and be free from prescribed medications and not be a current service user of substance use services.</li> <li>To no longer be involved with the Criminal Justice System</li> <li>Experience of group facilitation and a willingness to undertake additional group work training.</li> <li>Good track record of reliability</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 Mentoring Award</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the issues facing substance misusers including appropriate medical interventions, social care and health issues</li> <li>Knowledge of drugs and alcohol and their effects.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of local services and geography</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>An ability to relate to others and their personal recovery journey, understanding that everyone's recovery is different</li> <li>Awareness of and ability to maintain professional boundaries and work effectively with partnership agencies</li> <li>Confidence to work on own initiative as well as part of a team</li> <li>Responds flexibly to the demands of the post</li> <li>Ability to listen to others</li> <li>Ability to work with people from a range of social, cultural and ethnic backgrounds</li> <li>Ability to work alone effectively</li> <li>Ability to establish and maintain good, professional working relationships, both internal and external.</li> </ul>	<ul style="list-style-type: none"> <li>Motivational skills and techniques</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Willing to develop and demonstrate an understanding of safeguarding focusing on children and vulnerable adults procedures.</li> <li>Has a professional, empathetic and non-judgmental attitude towards service users</li> <li>Good communication skills both oral and written with the ability to communicate effectively at all levels</li> <li>Strong interpersonal skills</li> </ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>A willingness to share own experiences</li> <li>To commit to your own recovery and be open to discussion with respect to ongoing support required to maintain it.</li> <li>A willingness to learn and develop skills</li> <li>A willingness to work with and manage challenging behaviour</li> <li>To have a 'can do' mentality</li> <li>To have a non-judgmental attitude towards drug and alcohol users and offenders</li> <li>To have a passion for excellence</li> <li>To have a flexible approach to work</li> <li>To work in accordance with the company values at all times</li> </ul>	
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>Be friendly, smiley, sociable and welcoming to all who enter the service, demonstrating enthusiasm and energy.</li> <li>Remain calm, patient and polite at all times</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be helpful and go out of your way to help our service users</li> </ul>	
<b>Drive</b>	<ul style="list-style-type: none"> <li>▪ Be confident and self-motivated</li> <li>• Demonstrate passion, commitment and enthusiasm to recovery</li> <li>• Welcome and embrace change, with a positive attitude</li> <li>• Be able to work unsupervised in a busy environment</li> </ul>	
<b>Personal Integrity</b>	<ul style="list-style-type: none"> <li>▪ Be honest and reliable</li> <li>• Be trustworthy and respectful</li> <li>• Be personally well presented</li> <li>• Maintain excellent time-keeping and attendance</li> <li>• Be professional at all times</li> </ul>	
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ Can work effectively in a team</li> <li>• To be respectful and considerate to colleagues and service users</li> <li>• To enthusiastically support the team in pursuit of collective goals</li> <li>• Always be a good team player</li> <li>• Build and maintain good relationships with all team members</li> <li>• Work together with the team to ensure that the Lincolnshire Academy is the best it can be</li> <li>• Be willing to take on jobs to balance the team workload</li> <li>• Be able to communicate well with people of all levels</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Flexible approach to work</li> <li>▪ Able to drive and access to a car</li> </ul>	

## Terms & Conditions (Part 4)

Terms & Conditions of Employment	
<b>Position</b>	Recovery Connector ( <b>Fixed Term for 12 Months</b> )
<b>Location</b>	Lincoln (travel required to other delivery sites in Lincolnshire upon request)
<b>Hours</b>	<p>2 days a week (TBA) plus the 2<sup>nd</sup> Wednesday of every months for training)</p> <p>Hours: 15.5 Hours which is inclusive of 1 x training day a month (1 x Wednesday every month)</p> <p>You are entitled to a daily unpaid meal break of 40 minutes when continuous working hours are 6 or more.</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>
<b>Contract Type</b>	Fixed Term Contract for 12 months
<b>Salary</b>	£17,460 per annum (pro rata for 15.5 hours £7,314)
<b>Pension</b>	<p>We are required by law to provide a company pension scheme and to automatically enrol eligible employees into it.</p> <p>We automatically postpone new starters. Therefore, if you meet the following criteria after 3 months employment we will automatically enrol you onto our scheme: -</p> <ul style="list-style-type: none"> <li>• You earn over £10,000 a year (£833 a month or £192 a week) for the 2019/20 tax year;</li> <li>• You are aged 22 or over;</li> <li>• You are under state pension age (SPA).</li> </ul> <p>Further details regarding auto enrolment and postponement will be provided during the first month of employment.</p> <p>The company also currently offers an enhanced pension scheme of up to 5.5 % Employer Contributions subject to a minimum employee contribution of 3% (T&amp;C's apply and is subject to availability)</p> <p>Further information regarding workplace pensions can be obtained from the HR Manager.</p>
<b>Probation Period</b>	6 months
<b>Holiday Entitlement</b>	Holiday entitlement in any holiday year is 27 days which part time employees will receive <b>pro rata</b> . This is in addition to Bank Holidays.
<b>Notice</b>	<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>



Recovery from Addiction



<b>Conditions</b>	<ul style="list-style-type: none"><li>• Two satisfactory professional, written references, one of which must be the last employer</li><li>• Satisfactory Enhanced DBS Check</li><li>• Evidence of Right to Work in the UK</li></ul>
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## Job Description (Part 5)

DANOS Standards	
Specific standards (DANOS related where appropriate) for this role include: -	
Unit Number	Title
AA2	Relate to, and interact with individuals
AA3	Support individuals to access and use services and facilities
AA4	Promote the equality, diversity, rights and responsibilities of individuals
AA5	Interact with individuals using telecommunications
AA6	Promote choice, wellbeing and the protection of all individuals
AB2	Support individuals who are substance users
AB3	Contribute to the prevention and management of abusive and aggressive behaviour
AB4	Contribute to the protection of individuals from harm and abuse
AB5	Assess and act upon immediate risk of danger to substance users
AB8	Contribute to assessing and act upon risk of danger, harm and abuse
AC1	Reflect on and develop your practice
AC2	Make use of supervision
AD1	Raise awareness about substances, their use and effects
AD4	Develop and disseminate information and advice about substance use, health and well being
BB1	Promote your organisation and its services to stakeholders
BD3	Support the health and safety of yourself and individuals
BI5	Promote effective communication for and about individuals
BI1	Develop productive working relationships
BI6	Develop and sustain effective working relationships with staff in other agencies
BI7	Participate in inter-disciplinary team working to support individuals



**Acceptance**

The above job description is not all encompassing and is subject to regular review

**Signature of Post Holder**

I have read and accept the duties and responsibilities outlined in this job description.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_