

**BARNET, ENFIELD AND HARINGEY MENTAL HEALTH NHS TRUST
DRUG SERVICE IN HARINGEY**

JOB DESCRIPTION

POST:	Recovery Worker
GRADE:	Band 4
HOURS:	37.5 hours (12 months FTC)
ACCOUNTABLE TO:	Operational Manager
RESPONSIBLE TO:	Team Manager (Clinical and Psychosocial Team)
BASE:	9 Bruce Grove, Tottenham N17
JOB SUMMARY:	To work as a member of a multidisciplinary disciplinary specialist drug team, providing information, advice, assessment, caseload management, recovery and harm reduction services to drug users.

WORKING RELATIONSHIPS:

INTERNAL: Administrators, Recovery workers, Offending and Reintegration Workers, Nurses, Doctors, Volunteers, Team leaders, Senior Managers, Psychologists

EXTERNAL: Substance Misuse Partner Agencies, Mental Health Services, GP's, Prisons, Probation, Police, Primary and Secondary healthcare services, Health and Non Health related professionals, Education, Employment and Training agencies, Housing organisation, Tier 4 Providers.

Client Work

- 1.1. To carry out initial screening and triage assessment for new clients, and to follow up immediate risk/needs appropriately.
- 1.2. To provide crisis intervention and duty services on a rota basis, for clients whose Keyworker is not available.

- 1.3. To 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.
- 1.4. To carry out Dry Blood Spot testing for clients at risk from Hepatitis C, and to discuss and support service user with possible outcomes both before and after testing.
- 1.5. To work closely with the nursing team and refer clients who test positive for BBVs.
- 1.6. To manage a caseload, this may include service users with less complex needs.
- 1.7. In consultation with service users and multi-disciplinary team, to develop flexible and realistic strengths-based recovery plans.
- 1.8. In consultation with multi-disciplinary team, to review care plans at agreed intervals, with the focus on service user input and participation, according to service policy.
- 1.9. To provide one to one Key working with service users, ensuring that strength-based assessment and care and recovery planning is conducted on an individual basis according to the specific needs of the service user.
- 1.10. To be fully familiar with treatment tools, including any tools that measure the cycle of change and the phasing and layering of treatment, to use in Key working sessions and in supervision, and to be able to provide training on such tools.
- 1.11. To provide information about, signpost to and facilitate access to Recovery-focussed activities such as Mutual Aid, Peer Support, ETE, etc.
- 1.12. To support prescribers with substitute prescribing for service users. This includes testing service users for illicit drug use, liaising with pharmacies regarding dispensing and supervised consumption, GP liaison and producing/issuing prescriptions under the supervision of a medical prescriber.
- 1.13. To liaise with the GP Shared Care Team to identify and support suitable clients into GPSC.
- 1.14. To follow local Safeguarding procedures in order to promote the safety and well being of children and vulnerable adults.
- 1.15. To support the production of reports necessary for social services, courts or other external organisations.

- 1.16. To make home visits consistent with need and in line with Trust policies.
- 1.17. To provide harm reduction services, such as Needle Exchange, in line with NICE guidelines.
- 1.18. To support services users to become involved in local service user activities, planning and review of services.
- 1.19. Where appropriate, to engage friends and family of the service user in their treatment, where explicit consent has been given.

Liaison

- 1.1. To work effectively with partner agencies e.g. Dual Diagnosis Network, HAGA, Insight platform, St Mungo's, BUBIC, Intuitive Recovery, Recovery Service, Police, Probation and other criminal justice partners.
- 1.2. To work effectively with other professionals e.g. Safeguarding Children and Adult Services, Housing, Mental Health, GPs etc
- 1.3. To liaise with Haringey GPs as part of local GP Shared care arrangements.
- 1.4. To attend and participate fully in all clients-based meetings, business and external meetings when required, including Core Groups and Case Conferences as required.
- 1.5. To develop a network of contacts with relevant agencies to promote service accessibility for the client group.
- 1.6. To work as an effective member of the multidisciplinary team actively participation in team meetings, group supervision and clinical team meetings.
- 1.7. To work effectively with the multidisciplinary team to achieve service objectives.

Recording, Monitoring and Evaluating

- 1.1. To enter new client information onto the Case Management System, ensuring it is accurate and complies with NDTMS requirements.
- 1.2. To maintain clinical data entry to agreed standards at all times, including progress notes, risk assessments, care plans, safeguarding information, and inward/outward referrals.
- 1.3. To achieve individual and service targets, reporting to supervision and team meetings.

- 1.4. To ensure that all interventions are underpinned on sound theoretical methods to ensure that outcomes are measurable.
- 1.5. To ensure that client confidentiality is maintained at all times and to adhere to the Data Protection Act.
- 1.6. To adhere to the risk assessment, policy and procedure.

Educational Responsibilities

- 1.1. To maintain an awareness of and commitment to Local and National KPI's affecting the services.
- 1.2. To participate in the induction of new staff members as required.
- 1.3. To act as mentor to non-nursing students and volunteers as required.
- 1.4. To deliver in house and external information and training sessions.
- 1.5. To attend statutory and other training identified through Personal Development Plan.
- 1.6. To agree personal annual performance development plans.
- 1.7. To keep up to date with new developments as appropriate to the post.
- 1.8. To give feedback, either written or verbal of outside meetings/study days.

General Responsibilities

- 1.1. To participate in regular clinical and management supervision
- 1.2. To take part in annual appraisal and review based on the NHS knowledge and Skills Framework (KSF)
- 1.3. To adhere to Trust Policies and Procedures.
- 1.4. To have an understanding of clinical governance and its implementation.
- 1.5. The post holder may be asked to undertake duties not highlighted within this job description. Any other duties will be commensurate with the grade and in line with the requirements of this post.
- 1.6. To develop and maintain good working relationships with other team members, staff in other departments of the Trust and staff in other agencies.
- 1.7. To participate in clinical/service audits.
- 1.8. To assist in the implementation of any audit/research findings that will enhance service delivery.

- 1.9. To be involved in the development and implementation of policies and guidelines of good clinical practice.

Decisions and Judgments

- 1.1. To make decisions based on effective communication and risk management.
To seek management and clinical advice where necessary.
- 1.2. To support the de-escalation of client incidents, and in accordance with policies and practice should incidents occur.
- 1.3. To act professionally in response to verbal and non-verbal aggression, and in accordance with policies and practice should this occur.
- 1.4. To identify training needs and utilise supervision effectively.
- 1.5. To be aware of and always maintain professional boundaries .

Physical Demands of the Role

- 1.1. To use IT equipment daily.
- 1.2. To attend training and meetings in different geographical areas from the service
- 1.3. To work flexible hours in line with service needs (i.e. evening and weekend as and when required).
- 1.4. This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It therefore may be amended from time to time in consultation with the post holder.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Barnet Enfield and Haringey Mental Health Trust.

6. HEALTH AND SAFETY

Employees must be aware of their responsibilities under the Health and Safety at Work Act [1974] to ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

7. DATA PROTECTION

If required to do so, to obtain, process and/or use information held on computer or word processor in a fair and lawful way. To hold only for specific registered purpose and not to use or disclose it in any way incompatible with such purposes. To disclose data only to authorised persons or organisations as instructed.

8. EQUAL OPPORTUNITIES

It is the aim of the Trust to ensure that no job applicant receives less favourable treatment on ground of sex, race, colour, nationality, or ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success.

9. ACCESS

The post holder will be based at The Grove