

### Job Description

<b>Post Title</b>	Recovery Coordinator
<b>Band</b>	5
<b>Directorate</b>	Addictions Division Substance Misuse Services
<b>Location/Base</b>	Achieve BBST primarily working in Bury
<b>Responsible to</b>	Team Leader
<b>Accountable to</b>	Team Manager
<b>Job Summary/Purpose</b> <ul style="list-style-type: none"> <li>To offer advice, information, advocacy and support to substance misusers accessing or seeking to access the service, and to provide a range of interventions dependent on the needs of the service and the service user. To case manage identified service users with substance misuse problems, keeping them fully informed of the range of services and support available to them and the choices they have. Ensuring that are involved in developing realistic recovery plans and facilitating access to psychosocial interventions and support both within and external to the service.</li> </ul>	

### Main Duties & Responsibilities

Heading	Duty/Responsibility
Therapeutic	<ul style="list-style-type: none"> <li>To undertake assessments and reviews of people with substance misuse problems, keeping them fully informed of the range of services and support available to them and the choices they have</li> <li>To provide effective care coordination to an identified caseload of complex service users, delivering appropriate interventions, liaising with families, carers, and other professionals where appropriate to ensure that service user's needs are met.</li> </ul>

	<ul style="list-style-type: none"> <li>• To develop recovery action plans with service users that will help them to define and monitor their goals.</li> <li>• To provide a range of interventions in line with the goals set out in the recovery action plan.</li> <li>• To liaise with other groups and agencies in the local community to support service users to access relevant services to meet their health and social care needs.</li> <li>• To support service users to engage with mutual aid/self-help support groups and services to help them in their recovery journey and promote independence.</li> <li>• To engage with families and carers where appropriate.</li> <li>• To encourage and support users to adopt safer practices and healthier lifestyles</li> <li>• To undertake targeted outreach work, where appropriate.</li> </ul>
<b>Service Development</b>	<ul style="list-style-type: none"> <li>• To actively promote service user and carer involvement in the planning and delivery of services.</li> <li>• To actively participate in team meetings.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>• To actively work as part of a team to create working conditions conducive to providing better and fairer services to substance users, their families and the wider community.</li> <li>• To value, promote, and manage diversity, and to actively encourage equality of opportunity in all areas of one's work.</li> <li>• To ensure a safe environment for service users, colleagues, and visitors in accordance with the Trust Health &amp; Safety Policy.</li> <li>• To adhere to Trust policies, procedures, protocols and guidelines at all times.</li> <li>• To maintain paper and electronic records in line with Trust data quality policies and respond to internal &amp; external service information requirements in consultation with the Service Manager.</li> <li>• To maintain quality standards in every area of ones work in accordance with regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>To make use of regular professional and management supervision and to take responsibility for updating personal knowledge and skills to meet the objectives of the post.</li> </ul>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>To undertake any other reasonable duty, when requested to do so by an appropriate Trust Manager.</li> <li>To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>To understand the Trusts Strategic Goals and how you can support them.</li> <li>To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality, Diversity, and dignity in care/work policies and principles.</li> <li>To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> <li>To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>Not to communicate to anyone inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>To ensure their day-to-day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>Take reasonable care of the health and safety of yourself and other persons.</li> </ul>

	<ul style="list-style-type: none"><li>• To contribute to the control of risk and to report any incident, accident or near miss.</li><li>• To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li><li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li></ul>
--	--

### **Further Information for Postholder(s)**

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the postholder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

## Person Specification

<b>Post Title</b>	Recovery Coordinator
<b>Band</b>	5
<b>Directorate</b>	Addictions Division Substance Misuse Services
<b>Location/Base</b>	Achieve BBST primarily working in Bury
<b>Responsible to</b>	Team Leader
<b>Accountable to</b>	Team Manager

### Job Summary/Purpose

To offer advice, information, advocacy and support to substance misusers accessing or seeking to access the service, and to provide a range of interventions dependent on the needs of the service and the service user.

<p><b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.</p>	<p><b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria</p>	<p><b>How Assessed –</b>  <b>AP</b> = Application form  <b>IN</b> = Interview  <b>OA</b> = Other Assessment</p>
--	---	---

Education / Qualifications	Experience	Assessment
to be able to complete the duties as laid out on the Job Description		

<ul style="list-style-type: none"> <li>• Educated to diploma/NVQ 4 level (or equivalent demonstrable experience in a health or social care setting) and willingness to undertake further specialist training once in post</li> </ul>		AP and IN
--	--	-----------

**Experience** - to be able to complete the duties as laid out on the Job Description

<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Demonstrable experience working with service users in a health or social care setting</li> <li>• Experience of assessing service user's health and social care needs</li> <li>• Experience of providing support to vulnerable/social excluded individuals/groups</li> <li>• Experience of working as part of a team to achieve a shared vision/goal</li> </ul>		<p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p>
--	--	---

<ul style="list-style-type: none"> <li>• Experience of maintaining quality standards in one's work</li> </ul>		AP and IN
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Knowledge of the physical, psychological, and social effects of substance misuse and appropriate interventions</li> <li>• Understanding of current national policy and initiatives in relation to working in the substance misuse field</li> <li>• Knowledge of equal opportunities legislation</li> <li>• An awareness of policies &amp; procedures in relation to confidentiality, information sharing, and safeguarding</li> </ul>		<p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p>
<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Ability to handle challenging situations and behave in a professional manner</li> <li>• Ability to communicate with a wide range of people including service users, carers, members of the public and other professionals</li> <li>• To have a positive regard for substance misusers and to understand the importance of working in partnership with them and other services to encourage independence</li> <li>• Ability to use initiative but to consult with others when necessary</li> </ul>		<p>AP, IN and OA</p> <p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p>

<ul style="list-style-type: none"> <li>• Motivated to work towards creating a safe, open &amp; trusting environment</li> <li>• Commitment to one's own professional development</li> <li>• Effective and coherent oral and written communication skills</li> <li>• IT skills and ability to use Microsoft Word, Internet and e-mails</li> </ul>		<p>AP and IN</p> <p>AP and IN</p> <p>AP and IN</p>
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Prepared to work flexibly to meet the needs of the service</li> <li>• There is an occasional requirement to travel across the Achieve service footprint to work at different bases attend meetings and occasional requirements to travel across the wide footprint of the Trust to attend meetings and events related to the role</li> </ul>		<p>AP</p>

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by Anita McWilliam**  
**Designation: Team Manager**  
**Date: February 2023**