

AFC Reference:	CBU/0132/ADDICTIONS
Job Title:	Recovery Coordinator
Band:	4
Hours:	37.5 hours
Division/Service:	Addictions
Accountable to:	Senior Recovery Coordinator
Responsible to :	Specialist Team Manager
Job Summary:	Holistically supporting adult service users to enter and move through integrated drug and alcohol services. Increasing service users' opportunities to achieve sustainable treatment outcomes.

Job Outcomes:

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.

Key Responsibilities

The post-holder will be an integral member of a multi disciplinary team delivering comprehensive clinical & psycho-social intervention services. The post-holder will carry a case load and provide screening, comprehensive assessments, care planning & reviews and a range of recognised psycho-social interventions and support through an individuals recovery journey. The post holder will be expected to work

The focus of all interventions will be:

- ❖ To reduce substance related harm to the individual and wider community
- ❖ To promote healthier life styles and increase service user choice
- ❖ To promote and support individuals into both abstinence based and medically assisted forms of recovery
- ❖ To provide effective case management and coordination of the individual's treatment plan
- ❖ To promote carer and service user involvement

In fulfilling these aims the post holder will use recognised evidenced based interventions and up to date validated information and will have specific responsibility for the development, delivery and coordination of a recovery focused model.

The post-holder will ensure that service users consistently receive high quality care and treatment that adheres to best practice guidelines and achieve high professional standards.

CLINICAL

- ❖ To offer specialised assessment and care-planning, implementing and evaluating programmes of care based on current best practice, referring on to and working in partnership with other agencies where appropriate.
- ❖ To be a recovery/care co-ordinator for a defined group of service users, particularly those with medium need.
- ❖ Promote and safeguard the health and well-being of service users.
- ❖ Recognize potential and actual clinic risk factors and take every precaution and action to minimise and/or eliminate such.
- ❖ Critically appraise clinical and social health care practice developments and appropriate research, informing best practice.
- ❖ To utilise motivational interviewing, ITEP, cognitive behavioural techniques and brief interventions in both one-to-one and group settings to promote engagement in treatment services, encourage self-esteem, well-being, self-responsibility and enhanced motivation.

MANAGERIAL/LEADERSHIP

- ❖ To provide supervision to junior staff

PROFESSIONAL

- ❖ Develop and maintain own knowledge and skills, so that they are appropriate to meet the needs of service users, the organisation and professional bodies
- ❖ Contribute to the education and development of staff within the service, including learners on placement.
- ❖ Participate in the Trust Personal Development Planning (PDP) process.
- ❖ Participate in educational activities within the CBU to meet the needs of the training strategy.
- ❖ Maintain own expertise by participating fully in clinical activities.

QUALITY

- ❖ Contribute to a philosophy of recovery, health and social care for the Team using a research-based approach.
- ❖ Contribute on the development and review of local guidelines in line with best practice and ensure effective guidelines / systems are established and adhered to in line with local and Trust policies and procedures
- ❖ Develop aftercare pathways with other providers and be responsive to emerging trends.
- ❖ Provide and participate in effective clinical and management supervision and support. Provide supervision for a defined group of Band 3 Recovery Workers.
- ❖ Identify and implement changes required to maintain a high standard of service and enhance delivery
- ❖ Ensure personal compliance with legal, regulatory, social and ethical responsibilities and contribute to the organisation's compliance with health and safety and service governance requirements.
- ❖ Participate with colleagues in maintaining standards of care for the CBU.
- ❖ Ensure that work is conducted in accordance with the Trust's Equality and Diversity strategy and to contribute to its development.
- ❖ Participate in research projects, service audit and evaluation.
- ❖ In collaboration with the Performance team, ensure activity / data reporting is of a high standard and completed in a timely manner
- ❖ Maintain and monitor the accuracy of patient records in accordance with professional governing bodies and Trust policy and procedure.
- ❖ Participate in complaints / incident investigations as required.

GENERAL STATEMENTS:

CONFIDENTIALITY

All information relating to patients and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

CONTINUOUS IMPROVEMENT

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

All employees are required to participate in the annual Personal Development Review activities and any associated training and/or learning opportunities.

DATA QUALITY

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

EQUALITY, DIVERSITY AND HUMAN RIGHTS.

The Trust is committed to providing equality of opportunity, anti discriminatory and anti oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

Employees have a responsibility to ensure that they:

- (a) Conform to Trust Values, policies and all current legislation regarding Equality, Diversity and Human Rights;
- (b) Undertake regular mandatory update training in accordance with the prescribed timetable.
- (c) Are clear about their own personal responsibility in relation to Equality, Diversity and Human Rights for the people we serve and all staff within the Trust.

HEALTH AND SAFETY

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

INFECTION PREVENTION AND CONTROL

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Mersey Care NHS Trust, Infection Prevention and Control Policy at all times.

STANDARDS OF BUSINESS CONDUCT

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust, with colleagues and all those who have dealing with the Trust including patients, relatives and suppliers.

SAFEGUARDING

All employees have a duty to actively safeguard and promote the wellbeing of patients and service users.

OTHER

You may be required to work at other locations within the Trust as determined by the duties of your post.

The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements. The post holder has the right to request a review should they feel there have been significant changes to their role.

Generic Responsibilities for all staff:

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the post-holder.

	ESSENTIAL	DESIRABLE	Method of Assessment
QUALIFICATIONS:	<p>Knowledge of nursing procedures and practices at NVQ4 or a willingness to undertake.</p> <p>NVQ 3 and evidence of core competencies measured against care standards</p>		<i>Application Form</i>
EXPERIENCE:	<p>Experience within the drug/alcohol field</p> <p>Experience of working as part of a multi-disciplinary team and of multi agency working</p>	<p>Experience of supervision needs of junior staff</p> <p>Experience of managing your own case load</p>	<i>Application Form and Interview</i>
KNOWLEDGE/SKILLS /ABILITIES	<p>Ability to work on own initiative and assist qualified practitioners</p> <p>Ability to carry out assessment, recovery planning and reviews.</p> <p>Effective Communication skills both verbal and written.</p> <p>Interpersonal skills/ability to deal with people at all levels</p> <p>Knowledge of health promotion and physical/physiological health care needs of service users.</p> <p>Negotiation skills including ability to manage aggression.</p> <p>Understanding and ability to maintain confidentiality</p> <p>Computer Skills</p>	<p>Knowledge and understanding of policies & good practice relating to safeguarding and children</p> <p>Knowledge of developing meaningful activities in a health and social care setting.</p>	<i>Application Form and Interview</i>

	A demonstrated understanding of Equality and Human Rights		
Personal Attributes:	Flexibility		<i>Application Form and Interview</i>
Other:	<p>Commitment to training and continuing professional development.</p> <p>Ability to travel between MCT sites in a timely manner.</p>		<i>Application Form and Interview</i>