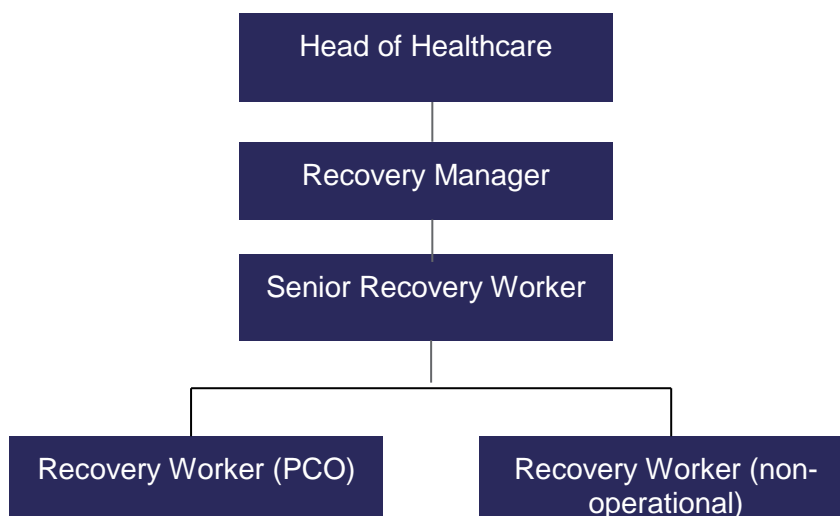


JOB DESCRIPTION

RECOVERY WORKER

Position Title:	Recovery Worker	Department:	Healthcare
Generic Job Title:	Recovery Worker	Segment:	SJS
Team Band:	N/A	Location:	HMP Bronzefield
Reports to:	Senior Recovery Worker	Office / Unit name:	HMP Bronzefield

ORGANISATION STRUCTURE



Job Purpose

To Work in an innovative, highly pressured & dynamic women's Prison as a member of our Recovery service. To offer psychosocial interventions for service users, from the point of entry into the prison system to reintegration/release into the community. To support and encourage service users to overcome their substance misuse addictions and reduce their offending behaviour. Reducing reoffending and improving every aspect of their lives in line with Sodexo's Quality of Life Services.

Accountabilities or "what you have to do"

- To hold a large case load and work with clients from a diverse background who often have very complex needs (including dual diagnosis). To act as their case worker offering one to one support and psychosocial interventions via 1-2-1's and Group Sessions to help in their rehabilitation process.
- To forge good working relationships with other services internally and with external agencies outside of the Prison to ensure that service users have an excellent quality of service, continuity of care and to ensure effective joined up working.
- To contribute towards and adhere to the SJS Recovery Strategy, Drug Supply Reduction Plan and Substance Misuse Agenda.
- To encourage, motivate and support clients through their Recovery journey.
- To undertake operational duties as and when required (PCO badged only)
- To work alongside, train ,support and develop Recovery Peer Mentors (prisoners)

Client work

- To participate in the Sodexo Justice Services induction programme.
- To complete initial screening assessments, comprehensive individual care plans and tailor the Recovery service (via an individual Care Plan) to the needs of your clients.
- To have a good knowledge of substance misuse and issues surrounding substance misuse. To deliver harm reduction advice including safer injecting, harm minimization, safer sex and blood borne virus to your clients.
- To use Motivational interviewing techniques and empathic listening skills to help service users with their motivation to change their lives.
- To facilitate/co-facilitate groups, including mutual aid (SMART, NA and AA). To work on own initiative and proactively engage in supporting the Substance Misuse Services.
- To work within the Sodexo Values of Service Spirit, Team Spirit, & Spirit of Progress

- To treat everyone with Respect, dignity, kindness and to work in a non judgemental way with service users whilst retaining professional boundaries.

Administration

- Compile and maintain a high standard of case notes (both in case files and on PNOMIS) and records in accordance with Clinical Governance (secure audit trail)
- To keep and provide information and statistics in line with SJS requirements (secure audit trail)
- To be familiar with I.T. equipment in particular Excel, Word & PowerPoint.
- To take part in all agreed monitoring and evaluation procedures.

Training

- To take part in relevant training provided by SJS
- To engage in all training relevant to the role of Recovery Worker
- To contribute to devising and delivering training to work colleagues (Team Time).
- To provide a mentoring role and support to other Recovery workers.
- To participate in relevant training as part of your personal development in line with your PDR.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- To participate in supervision sessions with your Line Manager.
- To be committed to and promote service user involvement.
- To keep abreast of developments in practice to ensure the best service possible for drug and alcohol users.
- To engage with the PDR scheme.
- To attend all relevant meetings within the prison.
- To undertake any other duties relevant to the Recovery Worker’s role.
- To fully comply with all prison security requirements.

- Ability to work flexible hours, which may include some weekends and evenings.
- Be committed to the equal opportunities policy of SJS

Dimensions

<i>Financial</i>	
<i>Other</i>	

Skills, Knowledge and Experience

Essential Essential

- A commitment to and understanding of approaches to supporting service users' Recovery journeys
- A sound knowledge of drugs, including alcohol, NPS and their effects
- A knowledge of the issues surrounding blood borne viruses and sexual health
- Experience of working in the substance misuse field with clients from a marginalised community.
- An ability to create comprehensive care plans & tailor your interventions to the needs of your service users.
- Ability to manage a large client caseload of often challenging clients.
- To be well organised and have good time management skills.
- Ability to keep good clinical notes in accordance with Clinical governance.
- To have non judgemental attitude and the ability to build a good rapport and professional relationship with the service users.
- A commitment to and understanding of equal opportunities and protected characteristics.
- Ability to liaise and develop links with statutory and non-statutory agencies.
- A commitment to working in partnership with others, both within the team and interdepartmental working.
- Excellent communication skills.
- Understanding of issues relating to mental health and self-harm
- To be a good role model to the service users.

Desirable

- To have experience of holding a large case load .
- Experience of delivering group work, including AA, NA and SMART Groups.
- Knowledge and understanding of the Criminal Justice System.

- Training and presentation skills.
- Experience of working with offenders.
- Counselling skills
- Motivational interview skills
- Previous custodial experience

Contextual or other information

- To provide care management and psychosocial support to all substance misuse service users
- Manage a Caseload
- Work within the confines of the integrated Recovery service
- Assess and act upon immediate risk of danger to substance misuse service users
- Develop, implement and review individual care plans for clients

		Date	19/08/2015