Job Description:
Non Clinical Recovery Worker

Function:	Justice services
Position:	**Civilian Recovery Worker**
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Sharon Berry – Recovery Manager
Additional reporting line to:	
Position location:	Forest Bank

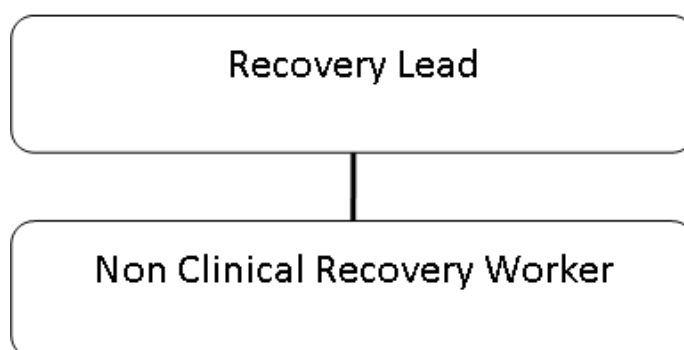**1. Purpose of the Job** – State concisely the aim of the job.

To provide ongoing case management and support for problematic substance users whilst in custody.

To facilitate effective treatment and continuity of care alongside clinical interventions

To support the testing of substance users for illicit substances.

---

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

Characteristics	▪	Add point

---

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To ensure security is upheld
- Ensure confidentiality procedures are adhered to
- To Ensure Sodexo Justice services guidelines are adhere to.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To complete appropriate assessments of problematic substance users in order to construct individualised care plans to meet their needs.
- Provide relevant information, advice and support to substance users with the aim of reducing harm to themselves and others; reducing the risk of overdose, spread of communicable diseases and lapse/relapse.
- Promote the Recovery Agenda and encourage substance users to engage with the Recovery Pathway.
- Provide and facilitate psychosocial interventions in the form of one to one and group work sessions.
- Provide effective communication and integration with all relevant internal and external partners, such as the Offender Management Unit, Programmes, Healthcare and Community Drug Teams.
- To deliver staff awareness training to promote the work of the Recovery team.
- To attend relevant training and be committed to continuous professional development.
- To arrange urine testing for all clients on the caseload and collate the results accordingly.
- To deal fairly, humanely and openly with all residents and combat discrimination wherever it occurs
- Attend one to one supervision and weekly group supervision where required to discuss performance, which feeds into the PDR process
- Complete all written and typed paperwork to a high standard maintaining accurate and up to date records.
- Meet required outcomes.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Deliver the non-clinical substance misuse service in accordance with National Policy and Guidance and local protocols, specifically the Recovery Agenda.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- A good level of numeracy and literacy
- Good interpersonal skills and have an Empathic approach.
- Good planning and organisational skills
- To have a keen interest in the substance misuse field and a passion to promote and encourage change

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	
■ Commercial Awareness	
■ Employee Engagement	
■ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	12.08.16
Document Owner	S Berry		