

# Job Description: [Integrated Substance Misuse Service HCA]

Function: SJS	
Position: ISMS HCA	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	

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

Under the supervision of an ISMS nurse the post holder will assist the ISMS team in the delivery and development of substance misuse services within national guidelines.

## 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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	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.

Add org chart

## 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.

- Under the supervision of the ISMS team the post holder will assist with the delivery and development of substance misuse service within National Guidelines.
- To provide ongoing support for problematic substance users in custody.
  - To facilitate effective treatment and continuity of care alongside clinical interventions.
- In line with Forest Bank policy assist with patient's clinical care including organisation of recovery wings, observing patients, reporting and recording information.
- To assist in the delivery of planned programmes of care, to promote healthy gains, and maximise independence in substance misuse clients within the prison community.
- To assist the GPSI in Reception
- Maintain accurate records and report on all activities undertaken.
- Gathering information to assist in health needs assessments and profiling of the patient population.
- Be willing to participate in one to one intervention or within a group setting.

- 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.
- 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 deal fairly, humanely and openly with all prisoners and combat discrimination wherever it occurs.
- Ability to work flexible hours.

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

**Complete all documentation to a high standard maintaining accurate and up to date records.**

**Contribute to ISMS data.**

**Fulfil all requirements by ISMS manager**

**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.

The ability and enthusiasm to promote change and motivate problematic substance users.  
To have a range of skills relevant to working with other professionals and offenders including interpersonal skills, team working, record keeping and communication.  
The ability to manage, organise and prioritise your work load.

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

- The ability and enthusiasm to promote change and motivate problematic substance users.
- To have a range of skills relevant to working with other professionals and offenders including interpersonal skills, team working, record keeping and communication.
- The ability to manage, organise and prioritise your work load.
- Excellent attendance record.
- No live warnings.
- Experience and Knowledge of working with substance users

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

<ul style="list-style-type: none"> <li>▪ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Consulting</li> </ul>

	■ Commercial Awareness	■ HR Service Delivery
	■ Employee Engagement	
	■ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			