

BADAS

Job Description

Post: Substance Misuse Worker – Shared Care

Hours: 35 hrs week

Accountable to: Team Manager

Based at: Westbury, Wiltshire

Aim of the Post

To provide drug and alcohol services including advice and information, assessment and referral, keyworking, motivational interviewing, brief interventions and care-planned treatment to individuals and groups.

	DANOS Units:
Key Tasks	
1. To offer support, advice and information to drug and alcohol users, their families and carers.	AA2, AA3, AB10
2. To undertake assessments, including risk assessments and make onward referrals.	AF1, AF2, AF3, AB5, AG3
3. To engage with and assist service users in an agreed treatment plan which meets his/her needs.	AG1
4. To provide specific motivational and brief interventions as part of the treatment plan.	AB2, AB4, AA6, AG1, AH10
5. To plan and facilitate groupwork.	AD3
6. To keywork a caseload of individuals.	AA2, AG1
7. To provide comprehensive harm reduction information and interventions.	AB2, AA1, AA2
8. To maintain all required records in a clear and professional format.	BE2
9. To participate in team meetings and organisational development.	AC1 BI1
10. To attend monthly supervision in accordance with BADAS supervision policy.	AC1
11. To report on progress of the work through statistics and outcome monitoring.	BE2
12. To support and supervise volunteers as negotiated with your line manager.	BD4, BF11
13. To work with external agencies and partners and to attend meetings as negotiated with your line manager.	BI6
14. To assist in the provision of training for volunteers, colleagues and other agencies.	BF11, BF12
15. To work as part of a rota and undertake weekend duties as allocated.	

Date of issue: September 2008

Review date: September 2011

Policy owner: Finance and Admin Manager

16. Any other task which can be reasonably requested by the Managers and Board of Trustees	

DANOS Units Mapped to Substance Misuse Worker Key Tasks:

- AA2 = Relate to, and interact with individuals
- AA3 = Support individuals to access and use services and facilities
- AA6 = Promote choice, well-being and the protection of all individuals
- AB2 = Support individuals who are substance users
- AB4 = Contribute to the protection of individuals from harm and abuse
- AB5 = Assess and act upon immediate risk of danger to substance users
- AB10 = Relate to families, parents and carers
- AC1 = Reflect on and develop your practice
- AC2 = Make use of supervision
- AD3 = Facilitate group learning
- AF1 = Carry out screening and referral assessment
- AF2 = Carry out assessment to identify and prioritise needs
- AF3 = Carry out comprehensive substance misuse assessment
- AG1 = Develop, implement and review care plans for individuals
- AG3 = Assist in the transfer of individuals between agencies and services
- AH10 = Carry out brief interventions with alcohol users
- BD4 = Promote, monitor and maintain health, safety and security in the working environment
- BE2 = Receive, analyse, process, use and store information
- BF11 = Plan, organise and monitor the work of volunteers
- BI1 = Develop productive working relationships
- BI6 = Develop and sustain effective working relationships with staff in other agencies

ESSENTIAL	DESIRABLE
<u>Knowledge</u> <ul style="list-style-type: none"> • Knowledge and experience of drugs and alcohol work, including prevention, harm minimisation and treatment. • Knowledge of the delivery of drug and alcohol services in a health care and criminal justice setting. 	<ul style="list-style-type: none"> • Knowledge of working in outreach services. • Knowledge of Blood Borne viruses
<u>Skills</u> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Computer Literacy • Assessment, care planning and key working skills. • Team working. • Time management • High level of organisational skills, including abilities in record keeping. • Evidence of being able to work with a challenging client group • Motivational skills • Ability to work within an appointment and drop-in service • Ability to work within local and national protocols 	<ul style="list-style-type: none"> • Ability to evaluate and monitor work • Ability to liaise with other agencies • Report writing • Presentational skills, to promote BADAS work at practice meetings • Ability to run groups • Ability to work with families and careers.
<u>Qualifications / Training / Knowledge</u> <ul style="list-style-type: none"> • Evidence of training/learning in techniques specific to substance misuse. 	<ul style="list-style-type: none"> • Substance Misuse Qualification
<u>Other</u> <ul style="list-style-type: none"> • Ability to work some unsocial hours • Must have a clean driving licence and use of a car. 	