


Document:	Job Description and Person Specification
Job Title:	Recovery Support Worker
Project Base:	Emerging Futures, Worcester
Hours & Salary:	37.5 hours – £24,699 - £27,395
Accountable to:	Team Leader
Job Summary:	<p>As a Recovery Support Worker, you will support the recruitment, supervision and training of volunteer Recovery Coaches working within our recovery service.</p> <p>You will also deliver a range of interventions designed to prevent the escalation of substance misuse, reduce the harm of any current use and support the move towards behaviours that support wellbeing and active citizenship.</p> <p>You will also work closely with communities to support the infrastructures that support meaningful alternatives to problematic substance and alcohol use.</p> <p>Through the provision of groupwork and 1:1 interventions, you will promote recovery and healthy lifestyles in line with the 5 ways of wellbeing.</p> <p>You will work closely with partner organisations, team leaders, clinicians, social enterprises, education, and training providers to develop integrated, recovery infrastructures that engage, support and navigate individuals from the vulnerability of addiction to established wellbeing and meaningful activity in the community.</p>

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Values:	<p><u>Our values</u></p> <p>Respect: listening to people and treating them with dignity.</p> <p>Integrity: being honest and open (with each other) and providing a voice for those who are expert by experience.</p> <p>Accountability: taking purpose-driven action, owning our decisions, and remaining flexible as we grow.</p>  <p>The diagram is a circular competency framework with four quadrants: <ul style="list-style-type: none"> INTEGRITY (top): Supportive, Professional, Confident, Passionate, Creative, Determined, Assertive, Honest, Trustworthy, Approachable. RESPECT (left): Respectful, Client Centred, Fair, Discreet, Nurturing, Empathic, Compassionate, Calm, Attentive, Inclusive. ACCOUNTABILITY (right): Accountable, Flexible, Ambitious, Resilient, Influential, Astute, Capable, Communicative, Curious, Reliable. Behaviours (bottom): (This quadrant is empty in the diagram). The center contains the EEF logo, and the bottom arc is labeled 'COMPETENCY FRAMEWORK'.</p>
Benefits:	<ul style="list-style-type: none"> • Minimum 25 days annual leave + bank holidays (pro rata for part time employees) • Day off on your birthday every year • Inclusive culture promoting innovation and autonomy • Extensive Employee Assistance Programme including access to counselling, specialist advice and an online wellbeing portal • Online Medical Assistance – access to a 24/7 GP or second medical opinions for you, your partner and children • Enhanced family friendly policies • Emergency Financial Assistance policy • Death In Service policy • Pension scheme • Option to purchase extra holidays • Wellbeing hour • CPD hour • Cycle to Work Scheme • Annual company events • Extensive training package • Support around personal and professional development

Principal Duties and Responsibilities

Leadership and Staff Management

1. Support EF volunteer Recovery, Community and Family volunteer Coaches and other volunteers to deliver a range of recovery orientated treatment.
2. Support the wellbeing of all volunteers, mentors, advocates, and coaches within the partnerships we are involved in.

Service Delivery & Performance

1. Deliver a range of community-based engagement interventions.
2. Maintain excellent case records and utilise case management and data collection tools.
3. Recruit and train cohorts of Recovery Coaches who will support the team to deliver interventions.
4. Promote local mutual aid groups, providing support where necessary to attend these groups including priming, peer support and in-reach/assertive linkage.
5. Actively support the involvement of families and support networks in service development and delivery.
6. Maintain a caseload of clients ensuring they are effectively supported and creating client centred support plans, risk assessments, and needs assessments.
7. Alongside all Emerging Futures staff, promote the message of hope, recovery capital, visible assertive linkage, collaborative working, and meaningful reintegration into the community.

Communication, Representation and Engagement

1. To ensure the profile of EF is raised at every opportunity and that examples of good practice are shared with the widest possible audience, including local employers, communities, and recovery communities.

2. Ensure your services are promoted through a variety of communications, marketing and media sources and platforms.
3. Build and maintain active relationships with local groups and businesses to continuously create and maintain opportunities for positive activity for service users during and after leaving treatment interventions, abstinence programmes and community outreach services.
4. Take an active role in the wider community and create opportunities for partnership working to make recovery visible, viable and an attractive option for all.

Governance, Legal, Facilities and Risk

1. Promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

Other

1. You will be required to work flexibly from varying operational sites as required and agreed with line manager.
2. A willingness to work some evenings/weekends as required.
3. Commitment to continued personal development, maintaining an up-to-date knowledge of developments across the field, legislation and practice relevant to the service user group.

Generic Duties & Responsibilities

Confidentiality

Service user, volunteer and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

Privacy & Dignity

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers, you have a duty to ensure you are familiar with safeguarding policies, attend training for safeguarding and know who to contact if you have concerns about an adult or child's welfare.

Health & Safety

Emerging Futures has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and policies relating to Health & Safety and Risk Management

Educational Requirements & Competency Framework

These are the education requirements and competencies required for this role. Please demonstrate in your application where you meet the requirements and where you may need additional support and training.

ESSENTIAL	DESIRABLE
<p>Education & Experience</p> <p>Experience of supporting individuals to initiate and sustain behaviour change that increases safety and wellbeing.</p> <p>Experience of delivering interventions in the community.</p> <p>Knowledge and experience of delivering relapse prevention interventions.</p> <p>Knowledge of the Criminal Justice System.</p> <p>Experience of recording information onto a database.</p>	<p>Education & Experience</p> <p>Coaching/counselling/Health and Social Care qualification.</p> <p>Experience of managing staff or volunteers.</p> <p>Experience of fund raising and social enterprise start up.</p> <p>Personal lived experience of addiction.</p>

COMPETENCY FRAMEWORK:

Community Worker

Thinking

Skills

Problem Solving & Decision-Making

- ACT Informed
- Problem Solving
- Emotional Intelligence
- Intuitive

Planning & Organising

- Time Management

Systems & Processes

- Data Collection

Experience & Knowledge

Technical Competency

- Targets & Key Performance Indicators
- Complex Environments
- Manage Caseloads

Compliance

- Identify Risk

Communication

Skills

Effective Communication

- Interpersonal
- Conflict Resolution
- Writing
- Attention to Detail
- Listening
- Presenting Information
- Training

Planning & Organising

- Organisational

Experience & Knowledge

IT & Digital Applications

- Microsoft Office Applications

Technical Competency

- Challenging Situations
- Working with Clients

Compliance

- Record Keeping
- Boundaries & Risk

Practical

Skills

IT & Digital Applications

- IT Literate

Collaboration

- Relationship Building

Technical Competency

- Asset Based Community Development
- Lone Working
- Coaching
- Delivering Groups

Planning & Organising

- Administration

Problem Solving & Decision-Making

- Decision Making
- Informed Judgements

Experience & Knowledge

IT & Digital Applications

- Digital Platform Delivery

Technical Competency

- Coaching
- Delivering Groups
- Industry Knowledge & Experience
- 1-2-1 & Group Interventions
- Trauma Informed Approaches
- Harm Reduction
- Case Management
- Support Planning

Compliance

- Safeguarding Level 2
- Health & Safety
- Information Governance
- Working to Targets
- Data Protection

Collaboration

- Diversity
- Partnership Working