| **JOB DESCRIPTION – Community Coach** | | |
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| **Job Title** | Community Coach | |
| **Base** | Redcar/South Tees | |
| **Hours** | 35 hours per week (may include out of hours and weekend working) | |
| **Salary** | £23,452 - £25,584 | |
| **Term** | 1 year fixed term with potential extension | |
| **Reports to** | Community Lead | |
| **Purpose of Job** | To work as a member of the Recovery Connections Redcar/South Tees team as a Community Coach. The role will assist in developing, implementing and running a range of group work activities to support individuals, whilst promoting mutual aid and all pathways to recovery.  This post requires flexible working to ensure consistent cover and some occasional out-of-hours working over 7 days | |

**Management Accountability**

None

**Key Duties:**

* Assist in developing and running a range of group work activities to support individuals, using relevant and recognised theoretical models.
* Promote mutual aid and all pathways of recovery. Support people to attend mutual aid meetings.
* To assist in identifying and assessing people in relation to their recovery support needs.
* Provide general information and advice to people within the community who have problematic drug and alcohol use and would benefit from recovery support.
* Participate in regular multi-disciplinary review meetings and complete notes/reports as appropriate.
* To communicate professionally over the phone and in person with anybody contacting the service.
* To collate relevant data and information for monitoring and evaluation processes.
* Complete administrative tasks in an accurate and timely manner.
* To perform as a full team member supporting colleagues across the recovery service, and being open to reasonable requests from line management to ensure effective working relationships.
* Understand, uphold and work with the values, ethos, aims and objectives of the organisation.
* Complete organisational induction, relevant training and any other continuous professional development as identified through a line management process.
* At all times adhere to relevant legislation, good practice and in line with CQC standards.
* Represent the organisation, raise its profile and promote its cause.
* Promote and uphold people’s rights in line with a peer-led approach.
* Maintain professional boundaries at all times
* Work to safeguarding legislation and policies for children and vulnerable adults at all times.
* Prepare for and participate in supervision and appraisals.
* Keep abreast of developments in services, legislation and practice relevant to our communities.
* Seek to improve personal performance, contribution, knowledge and skills.
* Attend and participate in project discussions and team meetings as required.
* Work within and be familiar with policies and procedures.
* Work flexibly to maintain the most appropriate level of service provision, and respond to organisational change and development.
* Undertake such other duties as reasonably requested by your line manager.

**Person Specification – Essential Criteria**

* Level 2 accredited qualification in coaching, counselling or health & social care-related areas or willingness to complete within one year (RC will cover the cost)
* Respect and belief in Equality and Diversity Practices.
* Good understanding of the 12-step recovery programme and SMART Recovery UK.
* Good understanding of Recovery Capital and the CHIME Model.
* Understanding of issues relating to substance use.
* Understanding of social exclusion effects.
* Acceptance of the importance of upholding quality standards, performance monitoring and collating appropriate statistical information.
* Level 2 Health & Social Care qualification
* Willing to undertake training in health and safety, including assessing high-risk situations for people.
* A caring attitude with an unprecedented belief that people can and do recover from addiction.

**Experience**

* Experience of leading groups and working in a coaching environment.
* One to one support/coaching experience would be beneficial.
* Personal or family experience around addiction and recovery would be beneficial
* Experience of mutual aid support would be beneficial.

**This post is subject to a DBS check at an enhanced level.**

**Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a period of consultation**