| **JOB DESCRIPTION – Programme Support** | | |
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| **Job Title** | Residential Rehab Programme Support | |
| **Hours** | Between 16 and 35 hours per week | |
| **Term** | 1 year fixed term with potential extension | |
| **Salary** | £22,653 - £24,785 (pro rata if part time) | |
| **Reports to** | Rehab Manager | |
| **Purpose of Job** | To work as part of the Residential Rehab as a Programme Support. The role will provide support to the Residential Rehab  Supporting the Residential Rehab service the post holder will cover the periods outside of programme delivery and weekends. Supporting the programme participants to build skills for living life in recovery and developing new interests the post will play a crucial role in ongoing success. Mutual aid meeting attendance will be supported by the programme support role.  Building recovery in the community as well as introducing residential opportunities to people will also be a core role.  This post requires flexible working to ensure consistent coverage out of hours over 7 days.  Car driver desirable. | |

**Management Accountability**

Rehab Manager

**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 about 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 support people in the Quasi Residential Rehab to complete programme requirements and adhere to treatment contract.
* Ensure all treatment contract breaches are reported to the Lead Therapist / Rehab Manager and On Call Manager where appropriate.
* To escort and/or transport people to mutual aid and other activities
* To communicate professionally over the phone and in person with anybody contacting the service
* To support people to carry out household tasks including shopping, cooking, cleaning and budgeting.
* To support people to be positive tenants and neighbours
* To support people to make positive choices
* To support people to give back to the local community
* Support people to transition into their own tenancy
* Liaise with private landlords and housing associations
* Support people leaving the Quasi Residential in an unplanned way to avoid homelessness via relevant support services.
* Ensure Housing Benefit applications are made promptly
* Support people to deal with financial issues including debt
* 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, and good practice 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 the community
* 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, respond to organisational change and development;
* Undertake such other duties as reasonably requested by your manager.

**Person Specification – Essential Criteria**

* Respect and belief in Equality and Diversity Practices
* Good understanding of the 12 step recovery programme and SMART Recovery UK
* 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
* 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**

Knowledge and experience of supporting recovery pathways

Experience of residential rehabilitation setting would be beneficial

Experience of facilitating individuals into mutual aid support

Experience of lone working

**Qualifications**

NVQ Level 2 or above in a health & social care-related field or willingness to complete (paid for by employer)

**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**