



### **Tayside Community Recovery Service Descriptor:**

The Community Recovery Service aims to bridge the gap between treatment services and communities for adults with drug and, or alcohol problems. The service design is based on best practice in the field of recovery, highlighting the importance of

- therapeutic alliance
- meaningful social and community activities
- peer support

To do this we will use a mixture of one-to-one and group work. The group work will be a major part of the service and will be designed to provide meaningful social and community activities.

#### **One-to-one Work**

Case work will involve working on a one-to-one basis with individuals to assess strengths and needs, set goals and agree action plans. This will include an assessment of recovery capital that assesses drug and, or alcohol problem severity and takes a strengths-based approach to assessment of personal, social and community capacity.

Workers will support individuals, building therapeutic alliance and helping to motivate and facilitate supports to help individuals achieve their goals.

#### **Group Work Programmes**

Workers will adapt and develop a range of group work sessions and develop time-limited, structured programmes to help build personal, social and community capital and help individuals on their road to recovery.

We will also engage with existing leisure and community provisions, inviting providers to facilitate sessions as well as introducing service users into the community to use existing services; helping to bridge the gap between treatment services and recovery communities.

- *Therapeutic Groups* - complementary therapies, sleep hygiene, understanding substance misuse and process of change, relaxation,
- *Interest-based Groups* – gym trips, badminton, football, art and craft, healthy eating – food and mood
- *Vocational Groups* – goal setting, skill identification, volunteering, training, education and job opportunities

At the end of each group programme, workers will support individuals to identify appropriate structured and sustainable volunteering training, education and employment opportunities in the community to encourage individuals to make the transition from treatment services to community recovery.

### **Specific Duties of Project Worker**

The project worker will be expected to work as part of a small team to develop and deliver the Community Recovery Services for people in recovery from drug and alcohol problems, in line with models of best practice and ensure service user's needs are met.

As a project worker you will be expected to hold a caseload of one-to-one work with individuals who are motivated to address their substance use, move on from treatment services and access community facilities, and undertake voluntary work, training, education and employment.

The project worker will be required to work on a one-to-one and group basis with service users accessing the Community Recovery service by

- Carrying out screening and comprehensive assessments and developing goal-focused action plans
- Support and motivate individuals to change
- Promote and provide range of interventions to support recovery
- Supporting service users to increase personal, social and community recovery capital through a range on one-to-one and group interventions
- Developing and deliver group work programmes
- Developing partnerships with referral agencies and other community organisations that can help individuals in their recovery journeys

## **(Support Staff)**

### **CONDITIONS OF SERVICE**

<b>Hours:</b>	<b>37 hours</b> are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.
<b>Contract:</b>	This is a <b>Permanent</b> post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.
<b>Salary:</b>	Salaries are paid monthly, directly into a bank account of your choice. The salary for the Drug and Alcohol Project Worker post for <b>37 hours</b> per week is <b>£19,871 - £20,432 per annum</b> .
<b>Sleeping In:</b>	Staff may be required to undertake sleep-in duty in accordance with the project rota. Hours on sleep-in duty are not counted towards normal weekly hours. Payment will be made at £78.75 per night. The sleep-in allowance covers overtime of up to half an hour on night time call out.
<b>Waking Nights:</b>	Staff may be required to undertake night duties, payment will be at time and a third for hours worked between 10.00pm - 7.00am.
<b>On Call:</b>	The post holder may be required to carry out On Call duties from home. A payment of £16 per shift will be paid for this.
<b>Overtime:</b>	Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.
<b>Pension:</b>	Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1 <sup>st</sup> April 2019. Further details of the scheme are available from the payroll team.
<b>Health Plan:</b>	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
<b>Annual Leave:</b>	The holiday year runs from 1 <sup>st</sup> January - 31 <sup>st</sup> December. The full holiday entitlement is 32 days inclusive of public holidays. You will receive an additional 5 days over a period of 5 years up to a maximum of 37 days leave. Unit Managers will commence on 37 days. <b>Annual leave is calculated on a pro rata basis for part time staff.</b>

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of Offenders Act 1974:** If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST FUTURES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**SSSC Registration** Staff are required to register with the SSSC in the appropriate worker category within Care at Home and Housing Support Services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period, may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Futures.

**Trades Union:** Employee's have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

**No Smoking Policy:** Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of service users. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the organisation are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Equal Opportunities:** Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability,

political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:**

Please forward applications before the closing date

**C.V.'s will not be considered.**

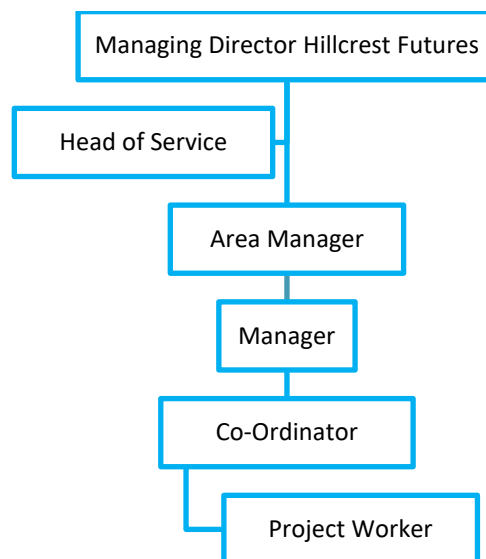


## Job Description

**Job Title:** Project Worker  
**Department:** Hillcrest Futures  
**Responsible to:** Manager and Co-ordinator

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### Organisational Structure



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### Main purpose of post:

Project workers will provide direct support and interventions to help minimise risks and promote positive lifestyles for individuals supported by the service.

### Main Duties:

1. To develop and facilitate group and one-to-one activities in line with service requirements for specific user groups and to provide education and awareness sessions to targeted groups and tailor information to the needs of each group.
2. To promote and market the service to generate appropriate referrals
3. To take lead responsibility for a defined area of practice in the service, as negotiated and agreed with the line manager.
4. To contribute to service improvements.

5. To develop knowledge base in specialism and keep up-to-date with best practice and contribute to the local and national discourse in the field.
6. Effective communication.
7. To mentor and support the induction of new staff.
8. Contribute to team learning and development.
9. To provide comprehensive, strength-based assessment of personal and social needs and support people to achieve their goals as defined in their Personal Outcome Plan.
10. To provide a range of one-to-one and group interventions to promote change, including crisis support, counselling support, information and advice, awareness-raising, brief interventions, peer support groups, mutual aid, relapse prevention, employability and diversionary activities.
11. To raise awareness in the community supporting family members, friends and concerned others, community members and other professionals on risk behaviours and promote equality and reduction of stigma.
12. Out-of-hours and weekend work may be required as prescribed by the needs of the service.

**Service Specific Duties:**

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

**Any Other Duties:**

The post holder may be required to perform duties other than those given in the job description for the post.

## PERSON SPECIFICATION – PROJECT WORKER

Attribute	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adults and, or young people from the service user group</li> <li>• Experience of developing and facilitating groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of one-to-one work</li> <li>• Experience of community-based work</li> </ul>
<b>Proven Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to initiate and facilitate appropriate support mechanisms and a range of interventions including structured one-to-one and groups</li> <li>• Ability to work in partnership and develop initiatives with other professionals, agencies and community groups</li> <li>• Good communication skills, both oral and written</li> <li>• IT skills</li> <li>• Ability to work within a team environment</li> <li>• Ability to use own initiative</li> <li>• Good timekeeping and time-management and, or organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to facilitate peer support groups and develop peer-led initiatives</li> <li>• Ability to develop information materials on a range of specialist topics to inform service users, public and other professionals</li> <li>• Is adaptable and open to change and open to continuous learning and development</li> </ul>
<b>Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Educated to SCQF Level 7 (SVQ 3) Health and Social Care or equivalent</li> <li>• Willing to undertake training as required</li> </ul>	
<b>Service Specific</b>	<ul style="list-style-type: none"> <li>• Car driver and use of car</li> <li>• Ability to deliver awareness-raising and educational sessions to a range of stakeholders,((project specific)</li> <li>• <b>As per service descriptor</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hold counselling skills qualification</li> <li>• Specialist creative arts training</li> </ul>



