

Job description

Senior Group Worker, Recovery Service

This post is funded initially to 31st March 2018

For almost 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians Recovery Service provides support to people in West Lothian looking to recover from drug and/or alcohol addiction. We offer a combination of;

- **Community rehabilitation.** A structured programme of group work aimed at helping people progress and sustain their recovery.
- **Aftercare support.** One to one support for people who are moving on from treatment but who are looking to develop their recovery capital.
- **Recovery Hub.** Drop in services which offers a mixture of peer support and group activities including mutual aid, alternative therapies, employability and recreational activities such as sport and music.

The group worker has responsibility for coordinating the design, delivery and evaluation of the Community Rehabilitation Programme. The programme runs over a period of 12 weeks.

The post holder will be responsible for:

- Managing intake.
- Programme design and delivery.
- Support and retention of participants.
- Establishing a monitoring and evaluation system.
- Programme logistics, including health and safety.

2 Tasks and Responsibilities

Design of Community Rehabilitation Programme

- Consult with stakeholders, including those who use addiction services, about programme content.
- Ensure that content reflects evidence based interventions.
- Produce a final programme plan, including required resources for each element.
- Work with stakeholders and participants to agree a code of conduct.

Establishing a pathway

- Along with the service manager, confirm criteria for the programme.
- Establish an assessment process which is efficient and not unnecessarily onerous to the service user.
- Promote the programme via colleagues within the addiction care partnership and attract maximum number of course participants.
- Provide signposting and advice to participants not accepted onto the programme.
- Establish follow on support options for participants who complete the programme, including linking in with the Recovery Hub and mainstream community supports.

Group work delivery

- Lead the delivery of some elements of the group work programme.
- Coordinate specific input from stakeholders.
- Arrange space and required resources for group work delivery.

Supporting the retention of participants

- Provide each participant with one to one support which explores their engagement with the programme.
- Where appropriate, refer the participant to additional support either within or out with Cyrenians.
- Along with the service manager, design a problem solving process that will support the retention of participants but address any behaviours which jeopardise the safety and impact of the work.

Monitoring and Evaluation

- Take responsibility for ensuring monitoring and evaluation systems are in place and upheld.
- Establish a system for long term 'tracking' to establish the long term impact of the programme.
- Ensure that client records are kept up to date and accurate.
- Collect and collate data on the impact of the service.
- Produce regular progress reports for manager.
- Arrange 'graduation' events to celebrate the successes of participants.

Additional tasks

- Participate in 6 weekly support and supervision.
- Participate and, in the absence of the manager, lead team meetings
- General deputising for the manager in their absence.
- Attend external operational meetings and events as deemed relevant by service manager.
- Recruitment and line management of volunteers.

- Attend Cyrenians staff forums.
- Any other reasonable tasks as directed by manager.

3 Person Specification

Knowledge and Experience	
Extensive experience of working with people experiencing addiction	Essential
Previous experience of facilitating group work or delivering training	Essential
An understanding of substance misuse services in the local area.	Desirable
Previous experience in implementing new activities and evaluation of these.	Desirable
Committed to the concept of Recovery and a champion of the Recovery Community	Essential
A solid understanding of the theory behind group work an ability to translate evidence based practice.	Essential
Experience of partnership working and an ability to relate professionally to stakeholders	Essential
Experience of producing reports which are to a high standard.	Essential
Commitment to quality assurance and high standards in service delivery.	Essential
Ability to implement operational policy	Essential
Qualifications and training	
Degree in related discipline or other relevant qualification	Desirable
Values and attributes	
Ability to work as part of a team	Essential
A commitment to continuous improvement	Essential
Excellent organisational skills	Essential
Excellent written and verbal communication skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Conscientious, practical, committed and hard working	Essential
Flexibility, tenacity and willingness to go the extra mile	Essential
Positive thinker and creative problem solver	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenian Board of Trustees (via Cyrenians Chief Executive)
<u>Line Manager:</u>	Recovery Service Manager
<u>Liaison with:</u>	Recovery Service Team, PSP partners, West Lothian Addiction Care Partnership
<u>Workplace:</u>	19b South Bridge Street, Bathgate
<u>Working Hours:</u>	30 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)

<u>Salary:</u>	£23,382 - £25,688 per annum (pro rata) (SCP25-28). This equates to a pro rata salary of £18,958 for a 30 hour week on SCP25.
<u>Pension:</u>	Auto enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 1% employee and 1% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%) Employer contributions to the Group Stakeholder Pension Scheme of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%).
<u>Funding:</u>	Funding for this post is currently secured until 31 st March 2018.
<u>Disclosure:</u>	PVG Scheme membership required

5 Application deadline and Interview dates

<u>Closing date:</u>	Monday 16 th October at 12.00 noon.
<u>Interview date:</u>	30 th / 31 st October 2017
<u>Second stage:</u>	Date to be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.