
Job Description

Title:	Recovery Practitioner
Salary:	£ 26,176
Responsible to:	Service Manager
Responsible for:	No direct line management but as a member of the team, you will be required to give direction to volunteers and students, as well as support the Enhanced Recovery Practitioners (ERPs) to ensure the smooth operational running of the Joel Centre.

Role Overview

As a Recovery Practitioner, you will be instrumental in ensuring the smooth, organised and safe running of the Joel Centre, a new stabilisation residential centre for people who have experienced rough sleeping with problematic issues around drugs and alcohol. Your responsibilities will be split between the operational running and the support of the Joel Centre residents. You will be working on a 5 week rolling rota. As a 24 hour supported accommodation, shifts include sleeping in with waking night staff on duty, late shifts, early shifts which span over weekends (rota can be made available at interview).

Your role will be to make sure that the Joel Centre is a safe space at all times, contributing to the smooth running of the daytime activity plan and the general day to day running of the household. You will work alongside the ERP's who deliver to the one-to-one psychosocial interventions, group sessions, structured day programme and case management of the residents in drug and alcohol recovery. Your input in the daily running and support of residents will play a vital part in the one-to-one support from ERP's.

You will work closely with internal and external services to secure effective pathways, approaches and interventions, aimed to support and motivate Joel Centre residents through all stages of their recovery journey. Your involvement in the key elements of an integrated and effective service delivered to a high standard means that residents can succeed in achieving their recovery goals, positive outcomes and community re-integration, maximising engagement, retention and move on successfully.

Role Responsibilities

1. Key Responsibilities

- a) Central to the sense of 'community' among the residents is the evening meals together and keeping the home clean through daily cleaning and other chores. RP's should ensure that Joel is clean, orderly and well-resourced, with the planning and cooking of meals being a key element to the functionality of the centre.
- b) Support the effective delivery of stabilisation interventions for residents presenting with a range of drug and alcohol problems and associated mental health issues

- c) To work with Joel Centre residents in line with their individualised comprehensive Support & Safety Plans according to our 4 phased approach. These address the needs and ambitions of the individual and promote engagement with treatment services
- d) To take the lead in allocated practical tasks as guided by ERP's or Service Manager. For example, liaising with GP or submitting application forms
- e) To support the delivery the group work and activity programme within the service, using both evidence-based and innovative approaches to respond to identified needs and bring new ideas to the table
- f) To support the development and delivery of a range of peer support interventions, including peer mentoring and peer led groups/activities
- g) Promote health and wellbeing activities to residents
- h) To understand and work proactively and flexibly to prevent residents from dropping out of the Joel Centre and to re-engage them if they do
- i) To maintain accurate and timely resident records through the case management system in compliance with KCAH policies and procedures
- j) Recognise and respond appropriately to aggressive, inappropriate or challenging behaviour in line with KCAH policies
- k) To support the delivery of a range of community reintegration activities both on-site and in the community

1. Key Service Operations

- a) Share responsibility for the meals rota, liaison with food providers, donors and purchase of food
- b) Comply with all policies, procedures and legislative requirements (including covid regulations and procedures).
- c) Contribute to the development, monitoring and reporting of quality standards and help ensure systems are in place for data collection, client satisfaction, annual service reviews
- d) Risk assess on a daily basis, adhere to health and safety legislation and policy and the maintenance of the premises and any equipment
- e) Be accountable for a positive working environment and the well-being of fellow employees, volunteers and students as well as the residents
- f) To work within the rota shift pattern as required, maintaining a friendly and

supportive environment within the project, including maintaining the security of the building

3. General

- a) Understand, uphold and work within the ethos, aims and objectives of KCAH
- b) Represent the organisation, raises its profile and promotes its cause
- c) Deputise for the Enhanced Recovery Practitioners to ensure the smooth running of the service as required
- d) Contribute positively and constructively to team meetings and other management initiatives
- e) Prepare for and participate in supervision and appraisals as required by the organisation. Maintains professional and personal self awareness. Identify own training and professional development needs
- f) Notify the Service Manager of any occurrences which may affect the service, both at a professional and administrative level. This includes safeguarding
- g) Provide written records and reports as required by the organisation
- h) Travel as needed to attend meetings, training courses, conferences and other events

This job description covers the range of duties and will be reviewed from time to time. It is KCAH's aim to reach agreement on changes but if an agreement is not possible, KCAH reserves the right to change this job description.

Within the confines of legislation and as a condition of being able to commence employment with KCAH, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documentation will include one or more of the following, as appropriate – NI number, birth certificate or British passport, certificate of registration or naturalisation as a British citizen or passport/documentation evidencing citizenship of a European Union country.

Person Specification

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria
Criteria Measure	
A	Application
I	Interview

Knowledge, Skills and Experience		
Knowledge of both the homelessness sector and the drug and alcohol treatment sector and the issues faced by service users	E	A/I
Some knowledge and understanding of addiction recovery, mental health and the welfare benefits system	E	A/I
Excellent organisation and time management skills	E	A/I
Experience of carrying out assessments and the design and implementation of SMART support plans.	D	A/I
Experience of delivering practical skills	E	A/I
Commitment to and an understanding of: health and wellbeing outcomes; a strength-based approach; a psychologically informed environment; trauma informed care	E	A/I
The ability to prioritise and carry a diverse workload with competing demands	E	A/I
Experience of delivering structured interventions to service users and using methods such as motivational interviewing	D	A/I
Experience of facilitation of 1:1 work & therapeutic groups.	D	A/I
Guide clients in the development of skills and strategies for dealing with their problems.	D	A/I
Strong IT skills	D	A/I
Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	A/I
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	A/I
Adaptability – Can work in fast-paced, changing environments	E	A/I
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	A/I
Team Work – Works in harmony with colleagues to deliver results	E	A/I
Open to Feedback - Open to constructive feedback to achieve continuous development	E	A/I
Innovative – Continually searching for better ways of working	E	A/I
Qualification		
Possession of a recognised qualification in CBT, Motivational Interviewing or qualification working in substance misuse	D	A/I

