

Job Description / Person Specification

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| Job Title: | Substance Use Safeguarding Lead |
| Reporting to: | Clinical Partners |
| Accountable to: | Clinical Partners |
| Hours of work: | 37 Hours per Week |
| Pay Scale: | £32,486 - £34,538 |
| Works closely with: | Primary Health Care Team |

JOB PURPOSE

1. Provide leadership, management and support on safeguarding policy and practice within Foundations and across the MRT partnership
2. Be responsible for ensuring that best practice guidelines are followed in relation to safeguarding, in line with national guidance, Foundations policy and local procedures.
3. Support all staff in ensuring that service users receive a high quality, safe and effective service and act as a main point of contact and specialist lead for the wider team and partnership services in line with safeguarding needs and development.
4. Support in the co-ordination and management of all Safeguarding systems within the MRT substance use partnership, liaising with MRT treatment safeguarding and early help leads.
5. Ensure MRT staff undertake mandatory and pertinent safeguarding training on a regular basis.
6. Be responsible for the development and ongoing maintenance of systems to ensure Foundations is represented at safeguarding conferences.
7. Be responsible for ensuring the quality control of safeguarding procedures conducting random file audits periodically to assess safeguarding children and adults at risk practice and record-keeping, action plan to address any gaps, and make recommendations to team.

DIMENSIONS

The safeguarding lead is a professional in their own right, accountable administratively to the Business Manager, and for delegated clinical tasks to the Clinical Partners.

You will ensure your professional practice is in accordance with the appropriate Code of Professional Conduct and respects differences in gender, sexuality, ethnicity, religion, culture and disability

You will co-ordinate training activities, liaise with key partners within and external to MRT representing Foundations at safeguarding strategic and operational forums ensuring processes, procedures and systems are embedded to ensure high quality care provision.

You are encouraged to take responsibility for ensuring your professional standards and competencies are maintained.

KEY RESULT AREAS

- Ensure safeguarding is embedded in all staff and volunteer recruitment processes.
- Be available to all staff for advice / support around safeguarding children and adults at risk issues.
- Ensure all of the MRT clinical service staff have attended mandatory and pertinent safeguarding children and adults training, liaising with MRT partners to ensure their staff teams have undertaken the equivalent.
- Provide advice and guidance to all MRT staff around safeguarding issues and assess and support staff to make referrals to the local safeguarding team.
- Support project/service to attend (or send high quality written reports) to key meetings pertaining to a family where there are concerns around a child, i.e. child protection case conferences, strategic planning meetings and pre-birth planning meetings.
- To act as a single point of contact for local safeguarding professionals, including having oversight and coordination responsibilities for any meeting invitations and attendance on behalf of MRT clinical.
- Work closely with MRT treatment (CGL) safeguarding and early help lead to co-ordinate safeguarding processes across MRT
- Support MRT recovery with safeguarding processes, queries and advise.

- On behalf of MRT clinical attend local safeguarding meetings including MARAC, MAPPA and similar forums as required and coordination information sharing and actions arising from these.
- To maintain regular contact with local safeguarding services to ensure effective communication and working practice.
- To provide monthly safeguarding supervision for all Foundations staff members and provide adhoc guidance on safeguarding cases as they arise.
- Attend such meetings alongside colleagues, where there is any significant difference of opinion around preferred course of action or assessment of risk.
- Investigate all safeguarding issues which involve the death or serious injury of a child, where criminal charges have been brought against a client or where there are safeguarding children or adult at risk concerns around a member of staff, volunteer or recovery mentor/broker,
- Report any allegations against staff to the Local Authority Designated Officer (LADO).
- Undertake audit and regular quality control exercise's, gathering information relating to 'trends' and patterns, and relay to Foundations partners
- Raise the profile of the safeguarding agenda within MRT clinical ensuring safeguarding issues and case presentations are standing agenda items in all team meetings.
- Alongside MRT treatment safeguarding lead cascade learning and practice guidance from national and local forums to MRT staff.
- Liaise with MRT treatment safeguarding lead to ensure risk and/or parenting capacity assessments are conducted where clients are pregnant, have the care of children or have substantial contact with children.
- Ensure Mental Capacity principles are adhered to when working with adults at risk.
- Develop a safeguarding flagging system with Foundations, utilise Criis safeguarding module and ensure parity of information across systems.
- Co-ordinate complex case review process across MRT and represent MRT clinical at Middlesbrough councils complex case meeting.
- Ensure communication is shared appropriately both within MRT and externally being mindful of the potential for clients to 'split' if there is involvement from several professionals.

- Conduct random file audits periodically to assess safeguarding children and adults at risk practice and record-keeping, action plan to address any gaps, and make recommendations to team where relevant.
- Co-ordinate and support social work placements within MRT clinical.

In carrying out the above duties the post holder will:

- Work flexibly across MRT sites as required.
- Work flexibly within an agreed number of hours of work to maintain the most appropriate level of service provision.
- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal, training and supervision processes.
- Keep abreast of developments in services, legislation and practice relevant to the relevant client group.
- Contribute to maintaining safe systems of work and a safe environment.
- Undertake other duties appropriate to the grade of the post.
- To collect data and evaluate services provided and contribute to the continued development of needs based services for substance users
- To participate in regular clinical supervision in conjunction with medical colleagues and peers, which supports safe practice
- To maintain competency / regular updating, participate in life long learning
- To participate in appraisal / PDP

| Unit Number | Title |
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| AA1 | Recognise indications of substance misuse and refer individuals to specialists |
| AA2 | Relate to and interact with individuals |
| AA3 | Support individuals to access and use services and facilities |
| AA4 | Promote the equality, diversity, rights and responsibilities of individuals |
| AA6 | Promote choice, well-being and the protection of all individuals |
| AB2 | Support individuals who are substance users |
| AB3 | Contribute to the prevention and management of abusive and aggressive behaviour |
| AB4 | Contribute to the protection of individuals from harm and abuse |
| AB5 | Assess and act upon immediate risk of danger to substance users |
| AC1 | Reflect on and develop your practice |
| AC2 | Make use of supervision |
| AD1 | Raise awareness about substances, their use and effects |
| AD2 | Facilitate learning through presentations and activities |
| AD3 | Facilitate group learning |
| AD4 | Develop and disseminate information and advice about substance use, health and social well being |
| AF1 | Carry out screening and referral assessment |
| AF2 | Carry out assessment to identify and prioritise needs |
| AG2 | Contribute to care planning and review |
| AI2 | Help individuals address their substance misuse through an action plan |
| BD3 | Support the health and safety of yourself and individuals |
| BD4 | Promote, monitor and maintain health, safety and security in the working environment |
| BE2 | Receive, analyse, process and store information |
| BF4 | Develop teams and individuals to enhance performance |
| BF5 | Lead the work of teams and individuals to achieve their objectives |
| BF6 | Manage the performance of teams and individuals |
| BI1 | Develop productive working relationships |
| BI2 | Develop and sustain arrangements for joint working between workers and agencies |
| BI5 | Promote effective communication for and about individuals |
| BI6 | Develop and sustain effective working relationships with staff in other agencies |
| BI7 | Participate in inter-disciplinary team working to support individuals |

COMMUNICATIONS AND WORKING RELATIONSHIPS

Internally: MRT partnership staff
 Partners
 General Practitioners
 Specialist Addictions Nurses
 Clinical Support Workers
 Practice Manager
 Attached staff

Externally: Patients
 Police
 Probation
 Prisons
 Health Authority staff
 NHS Trust staff
 CCG staff
 Other General Practices
 Other agencies involved in the care of patients with addiction problems

The duties of this post and appropriate DANOS units will be reviewed with the post holder monthly during the first year of operation of the Practice and then on a yearly basis in view of the changing organisational requirements.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees and to be aware of the practice's Equal Opportunities policy.

PERSON SPECIFICATION

Post Title: Substance Use Safeguarding Lead

| Factor | Essential | Desirable |
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| Qualifications | <p>Professional Qualification in: Social Work Health Visitor School Nurse Nursing</p> <p>Access to own transport.</p> | <p>Advanced professional qualification in substance misuse and/or management.</p> <p>Root Cause Analysis Training.</p> |
| Knowledge and experience | <p>An understanding of substance use; how it can have an impact on mental and physical and social health.</p> <p>An understanding / awareness of current national policies on substance misuse and the strategies that influence the priorities of treatment services.</p> <p>Knowledge of: Care Act, Children Act, Mental Capacity Act, Section 11 requirements.</p> <p>Knowledge and understanding of the recovery agenda.</p> <p>Knowledge and understanding of policies related to the safeguarding of children and vulnerable adults and how these influence practice</p> | <p>Experience of working in Primary Care services,</p> <p>Experience in physical / mental health and social inclusion.</p> <p>Knowledge of medication and psychosocial techniques used in the treatment of substance misuse.</p> <p>Knowledge of MRT</p> |
| Skills and Aptitudes | <p>Computer literate</p> <p>Excellent verbal and written communication skills</p> <p>Understanding of issues surrounding risk and risk management</p> <p>Ability to develop good therapeutic relationships with clients</p> | <p>Completed clinical audits within a service</p> <p>Has received training (either formal or through experience) and carried out risk assessments within the scope of practice</p> |

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| | <p>Ability to maintain accurate and detailed case records within given guidelines</p> <p>Ability to analyse data, cross referencing with other data sources and intelligence in order to offer conclusions</p> <p>A demonstrable understanding of the need for, and ability to, deliver high quality services.</p> <p>Show commitment to facilitating positive outcomes for service users.</p> <p>Work effectively with a diverse range of stakeholders.</p> | |
| Other requirements | <p>High level of enthusiasm and motivation</p> <p>Advanced communication skills</p> <p>Ability to critically reflect and evaluate</p> <p>Experience of and a commitment to, working positively in partnership with a range of statutory and voluntary agencies.</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability and willingness to travel to locations throughout the partnership</p> <p>Ability to work under pressure</p> <p>Meet demanding targets and deadlines</p> <p>Respond flexibly to the demands of the post.</p> <p>Regards for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective, whilst working with service users, and in own personal and professional development and in supervision</p> | Fluent in languages other than English |

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| | <p>The ability and skills to act as an advocate for a new service, to engage and foster good professional relationships with all health professionals in promoting the good integration of this service with the wider treatment system</p> <p>To work flexibly within and outside of office hours (including working one weekend in four)</p> <p>Independently mobile with the ability to move quickly across the area covered by the service</p> | |
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PLEASE NOTE:

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

Amendments: This post may be subject to change depending on the development of the role. Any changes will of course be subject to consultation.