**JOB DESCRIPTION**

**JOB TITLE:** Community Development and Re-integration Officer

**DIVISION:** Substance Misuse

**GRADE:** Band 9

**RESPONSIBLE TO:** Community Development and Re-integration Manager

**POST REFERENCE:**  SR-107048

**Purpose of Post**

To support the Community Development and Integration Manager in sourcing additional external funding for Community based projects with the aim of enabling clients and their families to become free from addiction and fully integrated into their community.

To build positive relationships with fundholders, local businesses and educational providers to enhance community development opportunities outside of substance misuse services.

To support clients and external providers to maximise sustainable community integration and challenge stigmas.

To support service users to achieve recovery goals, positive outcomes for learning and employability, community re-integration, maximising engagement and retention in an abstinence-focused model.

To take a lead role in promoting, developing and integrating the Service within the local community, across localism and health and social care agendas, and with key stakeholders including prescribers.

To support the Community Development and Integration Manager in building a dynamic, creative and competent workforce within a culture of continuous business and performance improvement.

To support clients business partners and key stakeholders to ensure positive outcomes within community based placements/opportunities.

To ensure that developed opportunities are promoted within all substance misuse services.

**Key Relationships**

* NBPS and Tier 4 delivery team
* Clinical team
* Child & adult services
* Community Support organisations
* Funding Bodies
* Local Businesses

**Main Duties and Responsibilities**

Operational

To support the Community Development and Integration Manager on the implementation and further development of the new model and delivery.

To effectively integrate the new provision with the existing prescribing service and complimentary Neurological Biological Psychological and Socialogical (NBPS) service.

To work closely with line managers and other team members to ensure effective delivery in each area of provision with emphasis on performance improvement of individual staff.

To assist in the development of business plans within the integrated Service across HART.

To liaise/negotiate with external and internal providers ensuring sustainable community involvement.

To be involved in the on-going development of the Service, though staged action plans, in line with local needs and organisational or national direction and best practice.

To build an effective community network.

To contribute to data collection, information governance control and effective communication across the service.

To ensure that the approaches, models and interventions delivered are appropriate, evidence-based, and effective to meet the emerging needs of beneficiaries and stakeholders.

To develop external, quality and achievable community based services and support for all substance users and their families throughout Hartlepool which are accessible, consistent and seamless.

To support service users and other stakeholders to be involved in the design, ongoing improvement and evaluation of service.

To ensure adherence to all local, organisational and national polices relevant to delivery of the service, the workforce and beneficiaries.

Performance

To contribute to the continuous improvement of quality and performance across the function and within an integrated model of service delivery, through on-going evaluation.

To contribute to workforce learning and development across the Community Development and Integration team and wider treatment system.

To ensure effective communication and engagement with staff and community partners, and dissemination of information, on service availability and opportunities which is clear, relevant, timely, and up to date.

To contribute to the promotion of services whilst being part of a flexible and integrated workforce able to work across functions and interventions, thus preventing silo based delivery.

To contribute to an active and productive learning environment, promoting mentoring, peer work, co-design, talent development and capacity building.

Business Development and Engagement

To proactively explore opportunities for business growth and development, locally within Hartlepool.

To explore new sources of external local and national funding and investment.

To respond to specific opportunities by attending bidder events and contributing to bid writing.

To ensure local presence, development of networks and engagement with external stakeholders, to promote partnership building, business opportunities, marketing, reputation building and integration.

To contribute to bidding activity where relevant and as required.

To maintain sound evidence based awareness of substance misuse policy and of other health, social care and justice agendas.

Governance and Reporting

To report directly to the Community Development and Integration Manager and produce reports and data as required.

To contribute to service performance and monitoring requirements.

General Duties

To personify and promote a positive and collaborative work ethic.

To present a professional appearance, maintain and orderly working environment, and act at all times to uphold the good reputation of Hartlepool Borough Council.

To be responsible for ensuring that all stakeholders, partners and users of the service have a positive experience.

To attend required meetings at appointed times, efficiently maintain records and data, and meet deadlines.

To proactively maintain own professional knowledge, development and practice and contribute effectively to team meetings.

To ensure risk and safeguarding issues are effectively assessed and addressed, reporting any potential risk and safeguarding issues to ensure the protection of staff, service users and children.

To work within professional boundaries, maintaining safety and appropriate confidentially at all times.

To promote, contribute to, and implement corporate initiatives as required.

To read and comply with all published HBC policies and procedures, at the start of employment and whenever they are added to or changed.

To work flexibly within the organisation to undertake such other reasonable duties and responsibilities , at any location within reasonable daily travel from your main place of work.

To carry out responsibilities with clear regard to HBC’s Equal Opportunities, Health and Safety, and any other relevant employee focused policies and procedures.

Miscellaneous

To carry out duties in compliance with the corporate policies and procedures.

The post holder is responsible for maintaining high standards of care and should inform their line manager of matters external to the post holder which may adversely affect the quality of services provided.

To communicate, liaise and cooperate with the various departments of HBC in matters affecting the work of the project.

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 HBC’s Equal Opportunities policy.

The post holder must inform their line manager of any matter concerning him/herself, which might impair his/her ability to perform the duties outlined. This includes matters which might adversely affect the post holder’s or the HBC’s reputation.

To undertake such other duties and responsibilities of and equivalent nature, as my be determined by the post holder’s Line Manager from time to time in consultation with the post holder.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: April 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**