**JOB DESCRIPTION**

**CHILDRENS AND JOINT COMMISSIONING**

**JOB TITLE:** Care Co-ordinator Children and Young People (Substance Misuse)

**DIVISION** Substance Misuse Service

**GRADE:** Band 9

**RESPONSIBLE TO:** Team Leader (Substance Misuse)

**POST REFERENCE:**  x

**Purpose of Post**

This post will be the care co-ordinator for children and young people being supported by the Substance Misuse service. As part of the team the post holder will assess, plan, implement and evaluate long term planned care for young people who may be having issues with drugs or alcohol. Care co-ordinators will have responsibility for caseload management of children and young people and for delivering evidenced based young people’s strategies, individual and group interventions

A key strategic objective is the delivery of a preventative offer in partnership with schools/ youth services.

The Service provides:

* Psychosocial one to one and group interventions
* Health and wellbeing interventions
* Harm reduction interventions
* Effective partnership working with a host of providers and local partners including

Schools, colleges, youth services and Childrens Social Care

Care co-ordinators will be required to effectively participate in clinical meetings and clinical supervision and work as part of a team to reduce drop out and increase long term recovery.

**Key Relationships**

To develop and maintain links with –

* Clinical provider
* Service users and carers
* Child & Adult Social Care Teams
* Schools
* Youth Service/ One Stop Shop
* Housing Team
* Voluntary and Community Providers
* Partner Agencies

**Main Duties and Responsibilities**

* To manage a caseload of children and young people supporting them as a care co-ordinator to increase their motivation to make changes to access services to meet their holistic needs;
* Undertake assessment of children and young people entering the service through various referral sources with continual assessment to act upon risk of danger, harm and abuse;
* Carry out risk assessments and be responsible for the development and implementation and effective review of the child/ young person plan;
* Co-ordinate an holistic package of care to children and young people which meets their needs and promotes attendance at education, training and/ or employment;
* Lead team around meetings with partners to ensure that all needs are being addressed;
* To work closely and in partnership with the multi-disciplinary team from across the partnership and external partners and contribute to plans as appropriate e.g. team around the child/ family plans;
* Work with partners to promote prevention in relation to substance misuse and deliver group activities to children and young people to raise awareness;
* Work as part of a team to prevent drop out and engage individuals in to the service;
* Develop, facilitate and review group work programmes which meets the needs of children and young people;
* Provide a range of one to one evidenced based interventions including psychosocial interventions to support recovery;
* Promote choice, well-being and the protection of all individuals;
* Enable individuals to find out about, access and use available services through obtaining relevant information, encouraging the individual to use services an facilitate and support as they use them;
* Support children and young people who are substance users enabling them to adopt safe practices associated with substance use and to reduce substance use;
* Raise awareness, knowledge and understanding about substances, their use and effects.
* Facilitate learning around overdose prevention and basic life support.
* Liaise with primary and secondary health care services specifically to support individuals during any referrals to GP’s and secondary care services
* Assist individuals to understand the effects and benefits of the medication prescribed to them and the importance of maintaining their treatment regime including the liaison with pharmacists for monitoring purposes.
* Provide appropriate harm minimisation advice.
* Record case information in line with council policy and maintain confidentiality in line with the Councils policy and appropriate legislation
* Adhere to Safeguarding of Children and Young people and Vulnerable Adults policies and procedures, sharing the Council’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
* Provide duty cover on a rota basis and cover the Service Reception as and when required.
* Any other duties as required by the Service Manager.

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: September 2020

**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.**