

NECA
JOB DESCRIPTION

Job Title	Young People's Substance Misuse Practitioner / Counsellor
Location	South Shields NECA reserves the right to change the post holder's place of work
Hours of Work	37 hours per week (some flexibility may be required)
Salary	£28,410 per annum
Line Manager	Matrix Team Manager
Accountable To	Deputy Chief Executive ⁸
Key Working Relationships	Youth Justice Service (YJS), Children's Services, Early Help, Other Young Peoples Services, Health, Services for BME groups, CYPS, Other Social Inclusion Services, Education.
Purpose of Job	<p>Working as part of the Matrix Young People's Drug and Alcohol service.</p> <p>To work directly with young people and groups where appropriate within the targeted remit which include Youth Justice Service and other specialist areas, offering education, Harm reduction and care planned treatment interventions that reflect the holistic needs of young people who use substances.</p> <p>To promote and develop the Matrix Service across South Tyneside.</p> <p>To network and liaise closely with other support agencies both voluntary and statutory.</p>

Principle Responsibilities
<p>Undertake complex case work in a variety of settings to meet the needs of young people in accordance with Matrix Service care pathways, reflecting the structure and aims of Substance Misuse's Models of Psychosocial Interventions.</p> <p>Facilitate reciprocal referrals from both Lifecycle and CYPS forging significant links and partnership working. Providing therapeutic counselling interventions.</p> <p>Offering consultation, advice and signposting that will ensure, where appropriate children, young people and their families are referred to service to meet identified needs</p> <p>Manage and hold a caseload, undertake holistic assessment and develop strength-based care and risk management plans that are person-centred, and individualised based on young people's needs and circumstances.</p> <p>Involve young people and their family/advocates in the planning of their care.</p> <p>Deliver one-one interventions with young people holding frequent key work sessions based on need ensuring risk, vulnerabilities and safeguarding concerns are considered and addressed.</p> <p>Regularly review and, update risk assessments and care plans ensuring continued relevance of interventions and outcome monitoring in line with the National Drug Treatment Monitoring System.</p> <p>Provide interventions that reflects the rights, preferences, and choices of young people in an environment that is safe, healthy and maintains the individual's dignity and well-being.</p>

Undertake administration tasks associated with the role which includes accurate record keeping data capture and report writing.

Identify and promote appropriate opportunities for young people to engage with their community. (e.g. Employment, Training and Education, volunteering etc)

Understand responsibilities to Child Protection and Safeguarding, promoting children and young people's welfare

Develop & provide a user led service with appropriate resources which meet the complex needs of young people who use substances

Identify appropriate local services with which referral pathways and protocols can be established between the Matrix team and other service providers ensuring continuity of care.

Provide support, advice and information to young people, families, carers, and other professionals.

Deliver persistent assertive outreach services to those young people who find it difficult to engage, and who are experiencing ambivalence to change.

Administer smoking cessation prescriptions in accordance with stated policy and procedure and the young person's needs.

Promote and implement NECAs Equality Policy in all aspects of employment and service delivery.

To undertake any other task which may be deemed appropriate to the post

Quality

Ensure all services are delivered in accordance with recognised quality standards including NICE Guidelines, CQC, Ofsted and any other standards relevant to the Service.

Ensure that the agreed quality objectives are met by prioritising, planning, and organising own workload with reference to caseload plans agreed with manager.

Ensure quality standards are maintained through continual monitoring of own performance expectations; and through stakeholder feedback, including service-users and partner agencies.

Ensure service- user records are accurately maintained and are following relevant legislation and NECA / MATRIX systems, controls, policy and procedures concerning the accurate collection, maintenance, retrieval, security and storage of client data.

Provide statistical data and reports as requested for quality assurance.

Health and Safety

Ensure a safe working environment for self, colleagues, and service users at all times.

Ensure completion of risk assessments as required

Ensure compliance with the Safety, Health, Environment and Fire (SHEF) Handbook.

Personal and Professional Development

Seek, accept, and participate in monthly Managerial supervision and Annual Appraisal in line with organisational policy and procedure

Continually review and assess own performance and identify further development needs

Participate in further learning, development, and training in line with professional development needs and in accordance with relevant roles task and regulatory bodies.

Attend and contribute to team meetings and any other relevant groups or forums related to the duties and responsibilities of the post

Provide professional support to all colleagues

Criminal Record Checks

Enhanced DBS is required for this post

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

Values and Behaviours

Ensure Compliance with all Staff Codes of Conduct, Policies and Procedures including HR, Health and Safety, Operational and Quality/ Governance Handbooks.

Ensure compliance with Regulatory / professional Membership Codes of Conduct, Policies and Procedures

Ensure all individuals are treated with dignity and respect at all times

NECA aim to offer a quality service at all times and are committed to promoting continual improvement throughout all services delivered. All staff are expected to share this aim and contribute towards upholding and enhancing further the standard and quality of service delivered throughout NECA

Adhere to the NECA and Matrix values

RESPECT	We listen and communicate directly and openly. We value Diversity.
QUALITY	We challenge ourselves to deliver the highest quality of service
INTEGRITY	We do what is right not what is easiest.
PARTNERSHIP	We achieve our best when working together.
EMPOWERMENT	We work with you as a unique individual
COMMITMENT	Commitment comes to life through passion in what we do. As individuals and as an organisation, we create value.

NECA reserves the right to amend or add to Job Descriptions

Core Competences / National Occupational Standards (Including Drug and Alcohol National Occupational Standards – DANOS):

<http://tools.skillsforhealth.org.uk>

Core Competence		NOS / DANOS Reference	NOS Title
Client Focus and Service Delivery			
Efficiency	Manage time and resources effectively to ensure the quality of care is maintained or enhanced	HT4	Manage and organise your own time and activities
Professionalism	Ensures practice is consistent with scope of practice, organisational, professional and regulatory standards, guidance and codes of conduct. Respect professional boundaries	CHS167	Obtain valid consent or authorisation
		GEN63	Act within the limits of your competence and authority
Customer Service	Maintain the highest standards of care and service, taking responsibility for individual customer service and contributing to the wider aims of the team	AA1	Recognise problematic use of alcohol or other substances and refer individuals to services
		CFACSD2	Support customer service improvements
Best Practice	Use up-to-date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence change and promote best practice	AI2	Help individuals address their substance misuse through an action plan
		AF2	Carry out assessment to identify and prioritise needs in a substance misuse setting
		CHS233	Contribute to the assessment of needs and the planning, evaluation and review of individualised programmes of care for individuals
		SCDHSC0025	Contribute to implementation of care or support plan activities
Health Promotion	Use up-to-date knowledge and evidence to assess, plan, deliver and evaluate care, facilitate change and promote health and wellbeing	AD1	Raise awareness about substances, their use and effects
		AH10	Work with individuals to encourage a reduction in harmful alcohol consumption and drinking behaviour
		HT2	Communicate with individuals about promoting their health and wellbeing
		PHP15	Encourage behavioural change in people and agencies to promote health and wellbeing
		PHP13	Provide information to individuals, groups and communities about promoting health
		GEN111	Enable individuals, their family and friends to explore and manage change
		HT3	Enable individuals to change their behaviour to improve their own health and wellbeing
SCDHSC0382	Support individuals to manage change in their lives		
Communication			
Effective Communication	Communicate in a succinct, engaging manner and assertively when needed using appropriate styles and methods	SCDHSC0031	Promote effective communication

Information gathering	Know how to access relevant information and use and apply information in practice.	SCDHSC0414	Assess individual preferences and needs
		CHS168	Obtain a patient/client history
Empathy, Support	Listen, support others, gain trust, show understanding and adopt a non-confrontational and non-judgemental approach	AB2	Support individuals who misuse substances
		AI1	Use recognised theoretical models to provide therapeutic support to individuals who misuse substances
		CM G4	Communicate with individuals, groups and communities about promoting their health and wellbeing in a defined caseload
		SCDHSC0021	Support effective communication
Building Relationships	Use therapeutic principles to engage, maintain and, where appropriate, disengage from professional caring relationships. Gain and maintain the trust and support of colleagues	AI1	Use recognised theoretical models to provide therapeutic support to individuals who misuse substances
		AI3	Use recognised theoretical models to provide therapeutic support to groups of individuals who misuse substances
		CHS232	Implement, monitor and evaluate therapeutic interventions within an overall care programme
		CFAM&LDD1	Develop and sustain productive working relationships with colleagues
Data Management	Maintain accurate, clear and complete records and reports	SFJCCDF1.1	Maintain the security of data through your own actions
Team Working			
Collaboration	Adopt a team approach; acknowledge and appreciate efforts, contributions and compromises; develop networks	SCDHSC0241	Contribute to the effectiveness of teams
		CFAM&LAA3	Develop and maintain your professional networks
		CFAM&LDD4	Develop and sustain collaborative relationships with other organisations
		CFACSD8	Work with others to improve customer service
Self and Others	Works in partnership with colleagues for the benefit of service users. Is self-aware and confident in own ability.	GEN123	Work with others to facilitate the transfer of individuals between agencies and services
		GEN39	Contribute to effective multidisciplinary team working
Leadership	Act as a role model. Show initiative, take ownership of work and organise and manage self while taking account of the needs and priorities of others and the service.	SS04	Give customers a positive impression of yourself and your organisation
		GEN131	Support and challenge teams and agencies on specific aspects of their practice
Integrated Governance			
Knowledge	Have up-to-date knowledge of national standards, regulations, and legislative requirements relevant to own area of practice. Understand and work within local and national policies, processes and systems that impact on practice and understand impacts on the wider healthcare community.	SCDHSC0043	Take responsibility for the continuing professional development of yourself and others
Accountability	Accept professional accountability and maintain the standards of professional practice as set by the	GEN23	Monitor your own work practices
		CFAM&LBB4	Ensure compliance with legal, regulatory, ethical and social

	appropriate regulatory body		requirements
Safeguarding	Assess and manage the risk to service users, recognise indicators of possible harm and refer as appropriate if a safeguarding concern is identified	SCDHSC0024	Support the safeguarding of individuals
		SCDHSC0035	Promote the safeguarding of individuals
Quality and Safety			
Decision Making	Make person-centred, evidence-based judgments and decisions, in partnership with others involved in the care process, to ensure high quality care. Make or review a diagnosis, generate options and follow up	SCDHSC3115	Process information for use in decision-making
Safety	Show awareness of own limitations; take reasonable care of health and safety of you, your team and others ensuring compliance with health and safety requirements; Be uncompromising on service user safety.	AB5	Assess and act upon immediate risk of danger to individuals who have used alcohol and other substances
		CFAWRV1	Make sure your actions contribute to a positive and safe working culture
		SCDHSC0022	Support the health and safety of yourself and individuals
		GEN134	Contribute to the prevention and management of abusive, aggressive and challenging behaviour
Integrity	Uphold personal and professional ethics and values. keep information secure and confidential in accordance with the law and relevant ethical, regulatory and organisational frameworks	CHS167	Obtain valid consent or authorisation
		CHS169	Comply with legal requirements for maintaining confidentiality in Healthcare
		SFJCCDF1.1	Maintain the security of data through your own actions
Core Values			
Equality and Diversity	Value, respect and promote equality and diversity, adhering to equality and human rights legislation and taking into account the values of the organisation.	SCDHSC0332	Promote individuals' positive self-esteem and sense of identity
		SCDHSC3111	Promote the rights and diversity of individuals
		SS01	Foster people's equality, diversity and rights
Learning and Development	Learn through participating in continuing professional development and from experience and feedback. Actively participate in the review and development of practice	GEN23	Monitor your own work practices
		GEN36	Make use of supervision
		SCDHSC0023	Develop your own knowledge and practice
		SCDHSC0033	Develop your practice through reflection and learning
Innovation	Actively contribute to plans to achieve service goals creating a climate of continuous service improvement	CHS231	Co-ordinate, monitor and review service responses to meet individuals' needs and circumstances
		CFACSD9	Promote continuous improvement

Person Specification – Essential Criteria
Knowledge
Equality and Diversity Practices. The candidate must be able to demonstrate an awareness and understanding of the aspects and values of equal opportunities. Ideally, the candidate must also demonstrate from their own experience a contribution they have made to promoting anti-discriminatory practice.
Understanding of confidentiality and relevant legislation including the GDPR
Sound Knowledge and understanding of current Child Protection Safeguarding Policies and Procedures.
Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people
Understanding of social exclusion and Marginalised groups
knowledge of alcohol and substance misuse interventions and treatment.
Skills
Ability to engage with and motivate Service Users in a way which values and respects their contribution
Time management skills with the ability to prioritise tasks
Excellent written and verbal communication skills
Excellent file management skills with the ability to produce quality documentation for a range of individuals or agencies.
Organisational skills and the ability to work to tight timescales whilst being detail conscious.
Able to demonstrate effective assessment, planning and evaluation skills including risk-assessment.
Excellent recording, report writing and analytical skills using electronic data information systems and able to interpret data.
Able to liaise effectively with other agencies and professionals and to establish and maintain effective working relationships across the Borough with partners.
Experience
Experience of working in a multi-disciplinary setting
Working with young people experiencing ambivalence to change
Experience of working with a wide range of support services available for young people
A range of therapeutic interventions
Proven experience of working with children, young people and families
Commitment to the protection and safeguarding of children and young people
Additional Criteria
Driving licence and access to transport
Enhanced DBS Disclosure Certificate
Flexible approach to work, location, duties and hours.
Reliable and self-reliant but will seek guidance appropriately.
Committed to Equal Opportunities and anti-discrimination practice.

Qualifications
NQF level 4 (and above) Professional Diploma or degree Qualification in relevant field such as Health or Social Care, or the equivalent level of demonstratable experience in substance misuse and ability to work with young people. In receipt of Level 5 diploma or above in counselling BACP

The above attributes are, except where stated, the minimum essential criteria without which a candidate would not normally be short listed for interview.