Hartlepool Borough Council

JOB DESCRIPTION

Division / Department

JOB TITLE: Recovery Coordinator (Substance Misuse)

DIVISION Substance Misuse Service

GRADE: Band 9

RESPONSIBLE TO: Team Leader (Substance Misuse)

POST REFERENCE: 108192

Purpose of Post

This post will be the recovery co-ordinator for individuals 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 substance misusers. Recovery co-ordinators will have responsibility for caseload management of service users who may or may not have a need for medically assisted recovery and for delivering evidenced based individual and group interventions including psycho-social interventions.

The Service provides:

- Psychosocial one to one and group interventions
- Health and wellbeing interventions
- Harm reduction interventions
- Recovery focused interventions supporting service users with employment, education and training
- Access to residential treatment where appropriate

Recovery 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
- Housing Teams

- Voluntary and Community Providers
- Partner Agencies
- Primary and secondary health care providers

Main Duties and Responsibilities

- To manage a caseload of individuals supporting them as a recovery co-ordinator to access services to meet their holistic needs to increase their motivation to make changes;

- Undertake assessment of individuals 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 individual recovery plans

- Co-ordinate an holistic package of care to individuals which meets their needs and includes diversionary activities and employment, training and education;

- 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 child protection plans

- Support service users to access resources and services to increase their recovery capital to help them achieve their recovery goals and promote family, carer and service user involvement

- 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 the service user and includes specific groups for complex clients groups including dual diagnosis, parents, older clients, criminal justice and various types of drugs and alcohol;

- 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 individuals 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 various aspects of service delivery as and when required, such as reception duties

- 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: 02/05/2024

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.