



JOB DESCRIPTION	
<b>Job Title</b>	Recovery Navigator
<b>Reports To</b>	Team Leader
<b>Location</b>	Dorset
<b>Salary</b>	£21,929 - £25,701 per annum
<b>Date Updated</b>	April 2023

## JOB PURPOSE

The post will work within the REACH integrated drug and alcohol system, as part of a Recovery Navigation team. Recovery Navigators will work with service users throughout their time in the service, ensuring one consistent point of contact and a focus on sustainable recovery.

Recovery Navigators will promote strength-based working, recovery orientation and visible, attainable recovery from first contact.

## MAIN DUTIES AND RESPONSIBILITIES

### Service provision:

- Provide effective case management and keyworking to a varied caseload, delivering comprehensive strength based assessments and harm reduction interventions
- Carry a caseload, undertaking care planning and reviews and make appropriate referrals into the wider REACH service
- Undertake urine and saliva drug testing, taking blood pressure, monitoring physical health
- Provide needle exchange and referral for blood borne virus testing and vaccination
- Support individuals to use digitally based services and interventions
- Deliver evidence based interventions and build on peoples' strengths and sources of support
- Develop a strong therapeutic alliance using a warm and non-judgmental approach.
- Proactively signpost/support service users to participate in a range of recovery, psychosocial and support activities, appropriate to their phase of recovery and including mutual aid
- Work flexibly to support people to meet diverse needs and aspirations, using a range of tools and techniques, ensuring enhanced and intensive interventions for those most in need/at risk
- Promote involvement of families and carers where appropriate.
- Work collaboratively with the team and with peer supporters, peer mentors and volunteers, ensuring all aspects of treatment are effectively planned, integrated and coordinated
- Participate in joint assessment and domestic visits with partner agencies
- Adhere to Multi-agency processes – e.g. MAPPA, IOM, MARAC
- Adhere to the principles, policies and procedures of effective safeguarding for vulnerable adults and children.
- Take a 'Think Family' approach, adopt the EDP Safeguarding Toolkit and comply with EDP's Safeguarding policy and Dorset Safeguarding Children Board's (DSCB's) procedures

### Performance management:

- Be responsible for individual performance management and delivery of goals and tasks set
- Comply with all workforce management systems, including supervision and appraisal.
- Actively participate in continuous professional development
- Ensure effective recording of service activity, service user information and performance monitoring, using required data and case management systems and processes.
- Contribute to the continuous improvement of the service and interventions delivered

### General duties:

- Maintain an understanding of, and comply with EDP and REACH's protocols and policies
- Practice and uphold EDP's ethos, mission, vision and values in all aspects of the job role
- Work in collaboration with a range of stakeholders and organisations to support effective outcomes for clients, ensuring effective communication and adherence to agreements. Attend multi agency meetings, deliver presentations and training as required.
- Actively participate in the EDP communication processes including, case meetings, working groups, team meetings, individual or group supervision and appraisal.
- Support or supervise volunteers, mentors and trainees placed in the team.
- Facilitate constructive service user consultation, feedback and involvement in all your work
- Travel to other sites for the purposes of meetings and training
- Hold a current driving licence, have access to and insurance for a roadworthy vehicle
- Participate in the Duty rota for open access and triage.
- Work flexibly, to provide late working and weekend cover as required.
- Undertake such other reasonable duties and responsibilities, across the whole services, and at any location within reasonable daily travel from your main place of work

*This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of EDP.*

## **FURTHER INFORMATION**

### EDP Values

All employees within EDP will be expected to adopt and promote these values:

#### **Belief – We believe people can make it**

We firmly believe in everyone's potential. We know that people can and do make remarkable changes.

#### **Respect – How we work is as important as what we do**

We will treat everyone respectfully – whether they use our services, work for us or work with us. We are creative, curious and flexible

#### **Partners – We do it together**

We see partnerships as the key to better futures for people affected by substance misuse. We develop strong and meaningful partnerships with people who use our services, staff, other agencies, our funders, research bodies and our communities. We will ensure that our services are accessible to all.

#### **Ambition – We focus on recovery and outcomes**

We want a world where people are no longer blamed for their substance misuse, no longer socially excluded and are given support to take ownership of and rebuild their lives. We will call for more understanding, more compassion and more resources to make this happen. We will support staff and service users to keep learning and to set and achieve ambitious targets.

### Confidentiality

Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

### Data Protection

To comply with current laws in relation to data protection and information governance.

### Conflict of duties

All applicants to any post within EDP are required to declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with EDP. Failure to do so may result in an application being rejected or dismissal after appointment.

Equal Opportunities and Diversity

To ensure that all service users, their partners, colleagues are treated as individuals within EDP's Diversity and Equality framework

Health and Safety

You are required to comply at all times with the requirements of the Health and Safety regulations. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself. You are required to comply with EDP policies at all times.

## Person Specification: Recovery Navigator

All criteria are Essential unless otherwise indicated

Attributes		Criteria
<b>1. Experience</b> (through paid or voluntary work)	1.1	Experience of managing, planning and prioritising own workload whilst consistently meeting targets and completing tasks to a high standard.
	1.2	Experience of assessment and working with substance misuse service users to assist them to identify their own resources, aspirations and priorities.
	1.3	Experience of supporting individuals to develop, implement and review their own Recovery plans.
	1.4	Experience of providing a range of evidence-based, psychosocial treatment interventions to substance misusers, or other vulnerable adults, in both 1:1 and group-work settings.
	1.5	Experience of managing medium to high caseloads, including keyworking and signposting.
	1.6	Experience of managing, planning and prioritising own workload whilst consistently meeting targets and completing tasks to a high standard.
<b>2. General and Special Knowledge</b>	2.1	An in-depth knowledge and understanding of the harmful effects associated with drug misuse in relation to health, offending, social welfare, housing, employability and personal relationships.
	2.2	An in-depth knowledge and understanding of treatments and interventions available to substance users, clinical and non-clinical, including the benefits to individuals.
	2.3	An understanding/awareness of current national and local guidelines and protocols on substance misuse, treatment and recovery.
	2.4	A knowledge and understanding of policies related to the safeguarding of children and vulnerable adults.
	2.5	An understanding of models of recovery, and the role of the community in supporting recovery.
	2.6	An understanding of effective caseload management processes and principles.
	2.7	A strong understanding of/commitment to multi-disciplinary working and working in partnership with other organisations
	2.8	An in-depth knowledge and understanding of the harmful effects associated with drug misuse in relation to health, offending, social welfare, housing, employability and personal relationships.
<b>3. Qualifications and Training</b>	3.1	NVQ level 3 in Health and Social Care, and/or equivalent professional qualification (e.g. Health Care, Nursing, Social Work, equivalent overseas qualification) or commitment to complete.
	3.2	Certificate in the Management of Drug Misuse Part 1 (RGCP 1); or commitment to complete.
<b>4. Skills and abilities</b>	4.1	Ability to work within a values based approach, adopting the REACH values and recovery based principles
	4.2	Ability to work in collaboratively, in partnership with a range of people and organisations and to leverage appropriate resources
	4.3	Ability to communicate effectively and work well with clinical colleagues, ensuring clinical plans align with recovery plans.
	4.4	Ability to deal with emotional content of sessions and constructively challenge abusive, aggressive or discriminatory attitude and behaviours
	4.5	Ability to work with and through others
	4.6	Ability to work effectively as part of a team
	4.7	Ability to communicate well with a wide range of audiences

	<b>4.8</b>	Ability to develop constructive therapeutic alliances with service users whilst maintaining professional boundaries
	<b>4.9</b>	Ability to demonstrate excellent organisational and time management skills with the ability to manage pressure and carry a diverse workload with competing demands
	<b>4.10</b>	Ability to work within evidence based practice and with due regard to diversity and inclusion in the workplace
	<b>4.11</b>	Ability to demonstrate reflective practice skills
	<b>4.12</b>	Knowledge of group dynamics and competent group-work facilitation skills
	<b>4.13</b>	Ability to utilise or carry out assessment of needs, formulate packages of care and transition, and review and report on progress.
	<b>4.14</b>	Ability to provide a range of needs-led psychosocial interventions to individuals.
	<b>4.15</b>	Ability to negotiate and work jointly with medical colleagues in the pursuit of appropriate clinical interventions and recovery treatment for individuals.
	<b>4.16</b>	Ability to organise, coordinate and prioritise referrals and high caseloads, through effective keyworking.
	<b>4.17</b>	Ability to refer/signpost service users to a range of internal and external services to meet needs.
	<b>4.18</b>	Ability to obtain and share information safely in the interests of service users' care.
	<b>4.19</b>	Ability to maintain high quality and defensible case records and documentation, within deadlines.
	<b>4.20</b>	Ability to use data management systems for the effective recording of performance and service user data.
	<b>4.21</b>	Commitment to continuous evaluation and improvement of interventions.
	<b>4.22</b>	Commitment to continuous professional development, and to share specialist knowledge.
	<b>4.23</b>	Flexibility of approach that demonstrates ability to use a range of treatment options.
<b>5. Additional Factors</b>	<b>5.1</b>	A commitment to equality of opportunity, valuing diversity, and anti-discriminatory practice, reflected in professional relationships with service users, colleagues and the public.
	<b>5.2</b>	A desire to work within, and contribute to, a culture that is positive, dynamic, forward thinking and outcomes-focused.
	<b>5.3</b>	Willing and able to work flexibly to cover evening and weekend duties to meet the demands of the service.
	<b>5.4</b>	Ability to travel across REACH service area.
	<b>5.5</b>	A non-judgmental attitude towards people affected by substance use, including offenders.
	<b>5.6</b>	A commitment to equality of opportunity, valuing diversity, and anti-discriminatory practice, reflected in professional relationships with service users, colleagues and the public.