

HIGH LEVEL (NORTHERN) TRUST

Job description: Community Key Worker

In this role the successful candidate will be expected to build relationships with Communities in the Borough of Rochdale, particularly with Pakistani and Bangladeshi Communities. In addition they will have a caseload of service users in recovery from addictions.

The experience gained from this role will give the successful applicant experience in developing connections, partnership working and 1-1 support work. Working as part of our team is a priority at High Level (Northern) Trust.

The successful applicant will receive managerial supervision whilst in this role.

This post is subject to a Disclosure and Barring Service (DBS) check at an enhanced level.

Salary: £24,500

Hours per week: 37.5hrs

Contract: 12 months fixed term

Job Purpose:

- To meet with local Ethnic Minority Communities, such as Imams and other religious and community leaders, and inform them of the work that High Level (Northern) Trust delivers. To engage members of these communities who need help and support with addiction problems.
- To deliver support and maintain excellent communication with these communities to further develop integration into our service.
- To provide a high quality service to Service Users presenting to the service with a history of substance use and addiction related issues.
- To be involved with Service Users, Volunteers and Peer Mentors in developing and delivering recovery based programmes.
- To be involved in the operational duties.
- To promote the health of service users.
- To support service users to reduce unhelpful or anti-social behaviours.
- To provide a warm welcome to services users, their families, carers and referrers.
- Accept and process new referrals in to the service.
- Conduct brief assessments to best meet the recovery needs of the service user.
- Contribute to the development of advice and information packs for service users.
- Distribute publicity and information materials to different cultures and minorities, including general leaflets and materials specific to our service

- To contribute to the development of educational group packages to increase knowledge and understanding of substance use and their effects.
- To contribute to the development of generic groups that boost recovery capital.
- Provide advice and information to service users.
- Assess Service Users understanding of the range of services available, referral and access routes to recovery
- To support individuals in reducing substance use and other risk taking behaviours.
- Risk Management and Safeguarding: to identify risks and communicate with relevant parties including the service manager.
- Deliver groups, of individual and group work programs.
- Prepare and support service users for and during group work.
- Support and encourage peer support and understanding to consolidate group work and learning.
- Evaluate delivery and develop/adjust programs in response to service user feedback.
- Maintain an up to date knowledge of community resources and opportunities relevant to service users, including recreation, leisure, hobbies, employment, training and education.
- Support service users to make links with recovery and wider community.

Operational Duties:

- Maintain appropriate records in line with High Level (Northern) Trust policies.
- Contribute to a place of safety for all service users and staff.
- Assist client in their recovery journey and assist in integrating with wider community.
- Undertake any additional duties as directed by the Service needs.
- Attend meetings as directed.

Responsibilities: The post holder must:

- Perform his/her duties in accordance with High Level (Northern) Trust policies and procedures.
- Ensure High Level (Northern) Trust's commitment to best practice in the care of, and promotion of the needs of service users as they work toward recovery.
- To undertake work on a rota basis in the evening and weekend as directed by the manager.

Use supervision effectively:

To take managers guidance on training needs, and be prepared to work toward recognised qualifications.

Secondary duties:

- Attending staff meetings as appropriate.
- Attend meetings as a representative of High Level (Northern) Trust appropriate.
- Assist in regular reviews of policy and practice.
- To undertake any other duties at the direction of the Manager.
- To attend regular supervision as directed by Service Manager.

- To explore evidence based recovery initiatives, which improve recovery capital for clients.

	Essential	Additional
Skills	<p>Counselling skills qualification(s) or equivalent experience of supporting people in 1-1 and group work</p> <p>Ability to deliver recovery groups/workshops</p> <p>Ability to engage with those who have a history of substance use</p> <p>Accurate record keeping</p> <p>Ability to communicate confidently and effectively, verbally and in writing</p> <p>Ability to work as part of a team and use own initiative</p>	<p>Previous experience of working within partnership teams</p> <p>Experience of supporting people 1-1 and group work</p> <p>Ability to within partnership settings</p> <p>Experience of working in a multi- agency setting</p> <p>An understanding of principles of recovery.</p> <p>Be able to speak Urdu and/or Punjabi</p>
Knowledge Qualification and experience	<p>Case-management and support experience</p> <p>Enthusiasm for the principles of recovery.</p> <p>Commitment to the principles of equal opportunity and diversity.</p> <p>Empathic and non judgemental attitude towards service users.</p> <p>Commitment to service user's views being central to the delivery of services.</p> <p>Commitment to evaluation processes</p>	<p>Counselling skills such as qualifications in Person Centered Counselling, CBT, Hypnotherapy etc.</p> <p>Experience of working with Mosques</p>
Values	<p>A commitment to your team and an understanding of appropriate behaviour within a team framework.</p>	
Other	<p>You will be required to work flexibly</p>	<p>Knowledge of local geography and services</p> <p>Driving License and own vehicle</p>

