



## JOB DESCRIPTION

**Job title:** Advanced Recovery Practitioner (Women & Families)

**Responsible to:** Criminal Justice & Women / Families Team Manager

**Salary:** Starting salary is £31,438.42 PA at full time equivalent (SC6- SP26)

**Hours:** 37.5 hours per week

**Contract type:** Permanent

**Location:** 102-110 Mare Street, London, E8 3SG

### About Mind in the City, Hackney and Waltham Forest:

We are a multi-disciplinary provider of specialist mental health services and a part of the Mind Federation.

We promote both recovery from ill health for people with recurrent and enduring mental health difficulties and early intervention for those at risk of developing mental health issues, or who struggle with common mental health conditions.

We currently support around 5,000 people a year through a variety of services focusing on psychological, social, economic and workplace wellbeing, and support minoritised communities.

### Our values are:

Working with Mind CHWF means you'll be part of a dedicated, passionate, and professional workforce who cares about the work they do and make a real difference to the lives of the people in the City of London, Hackney and Waltham Forest.

Our values are:

**Connected:** Creating a compassionate and supportive community.

**Fair:** We strive for equity- no-one's needs should go unmet.

**Brave:** We walk with people, offering help by doing what works - proven or new.

We are committed to actively becoming anti-racist in everything we do. This is a critical priority for Mind CHWF. We embrace diversity and understand that being an inclusive organisation that recognises different perspectives, will enable us to provide excellent services.

We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Those with lived experience of Mental Health are encouraged to apply.

DBS clearance at Adult and Children Enhanced with Barring is required for this role.

### **Purpose of the post:**

Mind in the City, Hackney and Waltham Forest, working in partnership with Turning Point and Antidote, provide the City and Hackney Recovery service. The service is based in each of City and Hackney's neighbourhoods in order to be accessible, local and inclusive. A full integrated service, shaped by the community needs and voices of service users, carers, families, communities, all staff and volunteers will contribute to recovery, social inclusion and improving the quality of life of all our service users in the City of London and Hackney borough. The service has three elements: Out There, Everywhere- specialist outreach, in reach and engagement, Building Blocks- low, medium and high intensity support pathways, and Get Connected- building on our local, individual, and shared assets to provide recovery capital and peer support. This role will support Women & Families of those affected by drug and alcohol use. They will involve Women & Families in service user's recovery, empower Women & Families to secure their wellbeing and develop positive sustainable support networks and protecting people from harm.

### **Main duties and responsibilities:**

- Working as part of a team with colleagues including providing cover for planned and unplanned absences.
- To deliver MindCHWF psychosocial interventions (PSI)
- To facilitate and deliver Mind PSI therapeutic group programmes to clients
- Actively participate in multi-disciplinary team meetings and other service meetings.
- Thorough and timely communication with partner agencies e.g. GPs, Safeguarding, Criminal Justice Partners.
- Mentoring/coaching of up to 2-3 Recovery Workers to support skills development and practice improvement (not formal line management).
- Actively participate in multi-disciplinary team meetings and other service meetings, offering support and guidance to colleagues, to chair such meetings in absence of Team Leader.
- Deputising for Team Leader during planned and unplanned absences.
- Acting as a subject matter expert for colleagues and offering support and advice through training, development sessions, coaching/mentoring.

- Undertaking observations of group and 1:2:1 session of colleagues and providing feedback to support practice improvement.
- Engaging in relevant national forums in your area of specialism to share practice across the organisation.
- Allowing Recovery Workers to shadow and observe your own practice to support their learning and development.

## Process

- Providing high quality case management to a caseload of complex service users including assessment, recovery planning, risk assessment, and undertaking reviews.
- Delivery of psychosocial treatment interventions in group and on a 1:2:1 basis
- Supporting service users to access clinical interventions where required and recovery support
- Providing prescription to service users where these are not posted to pharmacies.
- Delivering harm reduction advice including distributing clean injecting equipment through needle syringe programmes
- Completing urine testing and dry blood spot testing following appropriate infection control procedures
- Ensuring access to Recovery Support interventions including onward referrals
- High quality record keeping for service users in treatment.
- Writing reports as required (e.g. safeguarding reports) and supporting Recovery Workers to write reports
- Undertaking case file audits collaboratively with Team Leaders for Recovery Workers who providing mentoring/support to. To provide feedback to Recovery Workers to Support Practice improvement.
- Completing all tasks and documentation to ensure achievement of key performance indicators relevant to your role.
- Developing training resources in your area of expertise for use by other members of your team.

## Role profile

- Carry a designated caseload of service users with complex needs that may include one of the following: mental health, long term conditions, criminal

justice, offending behaviour, homelessness, motivational interviewing, safeguarding, family work

- Conduct assessments of need and risk assessments and formulate risk management plans and recovery plans that recognise the personal recovery goals of the service user.
- Effective partnership working with members of any multi-disciplinary team and other agencies and co-ordinate multi-agency meetings when appropriate
- Deliver interventions that are underpinned by a strong evidence base.
- Participate in clinical meetings and complex case meeting and be confident and competent at presenting cases orally and through written reports
- Support the learning and development of Recovery Workers and Trainee Recovery Workers, providing specialist input into Multi-Disciplinary Meetings
- Provide mentoring and coaching to staff to support their development, learning and standards of care
- Being known as a knowledgeable in a designated specialism within the service (e.g. substance use and mental health, Homelessness/complex needs, domestic abuse, mental capacity)
- Ensuring achievement of key performance indicators relevant to your role
- Delivering internal learning events and representing.

### **Personal specification**

The remaining sections outlines what criteria will be used to appoint the suitable candidate.

Criteria marked (E) are essential and (D) are desirable.

### **Experience, Knowledge, Skills, Abilities - Values and Motivations:**

**Connected:** Creating a compassionate and supportive community.

- Demonstrable experience in working within a substance misuse treatment and recovery setting. (E)
- Significant experience of working in health and social care. (E)
- Instil confidence in all partners/stakeholders by presenting a professional image.
- A passion and commitment to supporting good health, for persons and communities.
- Proven verbal and written communications that can be modified to different situations.

- Fluent written and spoken English, basic numeracy and literacy skills.
- Good presentation skills.
- Respect confidentiality.
- Ability to collaborate and liaise with community agencies and groups and develop positive working relationship.
- Ability and willingness to travel to various community sites as required.
- Ability to maintain professional boundaries.
- Ability to mentor, training, and support team members.

**Fair:** We strive for equity - no-one's needs should go unmet.

- Specialist training and supervision in one or more complexities alongside substance misuse. This may be mental health, long term conditions, criminal justice, offending behaviour, homelessness, motivational interviewing, safeguarding, family work. (E)
- Ability to work under pressure. (E)
- Maintain a compassionate, can-do approach that supports making a difference in people's lives.
- Maintain a high-level belief in our service user's capacity to change and model a non-judgemental approach
- Demonstrate professional curiosity in work with service users.
- A value of co-production
- A willingness and ability to work unsocial hours when required.

**Brave:** We walk with people, offering help by doing what works - proven or new.

- Understanding of risk and risk management, as it applies to substance misuse and complexity. (E)
- Working knowledge of Safeguarding of Vulnerable Adults framework, the ability to follow procedure and development of a culture of safe practice. (E)
- Promote a culture of continual improvement through taking part in reflective practice, learning and effective teamwork.
- Adaptable and resilient to work in a changing and challenging environment.
- Ability to deliver against agreed goals, targets and outcomes.
- Managing your own time.
- Good IT skills.

## Qualifications

- Relevant qualification (e.g. Health and Social Care, Nursing; Social Work, psychology degree) (D)