



# **Project Worker AS Recovery Job Description**

**Ref: 035**

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## **Job Summary**

Brighton Housing Trust's Recovery Project provides a residential treatment programme for people with a history of drug and/or alcohol addiction to support them in maintaining on-going abstinence following detox.

The role of the Project Worker is to be part of a team providing individual keywork, groupwork and therapeutic interventions with both a 12-Step and CBT recovery focus.

The post holder will have specific responsibility for the delivery of therapeutic interventions in both the primary and secondary part of the programme, but will be involved in all aspects of the work at the project, including housing management. Additional responsibilities with regard to specific houses and/or clients are decided within the Staff Team.

The Project Worker is expected to possess group work skills and a qualification in counselling, or be actively working toward this. A working knowledge of the 12-Step Programme of recovery from addiction is essential.

## **Responsible To / For**

- Project Manager and Deputy Project Manager
- The Project Worker will assist in the general supervision and support provided to interns and volunteers at the project

## **Significant Working Relationships:**

- a) Co-Workers in the Project
- b) Project Manager
- c) Deputy Project Manager
- d) Other Brighton Housing Trust staff
- e) Other local drug and alcohol services which the Project works in partnership with
- f) Statutory and voluntary agencies concerned with the interests of the residents

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## Duties / Responsibilities

1. Providing a psychologically informed, supportive and safe environment in which the users of the service are able to maintain and strengthen their on-going abstinence from addiction.
2. To participate in reviewing the provision of services available to those who are addicted to alcohol and other drugs, to make recommendations for change, and to take responsibility for the development and provision of such services within the context of a psychologically informed environment.
3. To ensure that the policies and procedures of the Trust and project are adhered to, and that clients' rights are protected.
4. To undertake support planning, keywork, group work, aftercare planning and other client focused work.
5. To ensure that computer-based and hard copy client records are kept up to date and accurate. This will involve maintaining clients' Outcome Star records on BHT's In-Form database and raising and reporting safeguarding and risk issues as appropriate.
6. To access and use the local Drug and Alcohol services shared client database for relevant information relating to client work.
7. To promote equality of opportunity and anti-discriminatory practice.
8. To engage with clients at the pre-treatment stage and also to formally assess prospective clients.
9. To write reports on the service, clients or ex-clients as required by other agencies or BHT staff/management, and to attend case conferences, reviews and consultations as appropriate
10. To communicate appropriately and effectively with linked agencies.
11. To provide appropriate welfare rights advice to clients and ensure that the various claims for benefit have been made.
12. To make use of line management and clinical supervision for ongoing professional development.
13. To provide general supervision and support for trainees, students, and volunteers.
14. To collaborate with and support other members of the BHT Addiction Services (Detox Support Project and Recovery Project) staff teams.
15. To initiate and maintain correspondence relating to all aspects of the job.
16. To assist in the collection of statistics on different aspects of the work, as required.

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17. To ensure that services such as the provision of food, cleaning materials and other domestic items are maintained within the Project at all times.
  18. To ensure that standards of health and safety and fire safety are maintained within the Project at all times and to take on any specific roles in these areas, as directed by the Project Manager.
  19. To ensure that staff space is kept clean and well ordered.
  20. To assist in controlling expenditure i.e. petty cash, food, gas, electricity, etc., in liaison with the management team and ensure that wastage is kept to a minimum.
  21. To arrange the collection of weekly charges, in the absence of administrative staff, in accordance with agreed procedures.
  22. To notify the relevant member of staff about the necessary maintenance needed to the building.
  23. To be part of a rota for providing an emergency out-of-hours phone response service and attending the project on an emergency basis when needed.
  24. To ensure that sufficient time is devoted each week to reflective practice in the review of the work carried out in the Project, and the progress of residents.
  25. To attend BHT meetings as required, as well as meetings of outside organisations, as directed by the Project Manager.
  26. To remain aware of current issues in residential work and in the addictions field.
  27. To ensure that the Project maintains a high positive profile amongst other agencies and potential users of the service.
  28. To attend necessary training, conferences and activities to maintain effectiveness and professional competence.
  29. To assist, as required, in taking and managing referrals and undertaking assessments for the project.
  30. To assist in maintaining required levels of occupancy and other operational objectives.
  31. To undertake such other duties as appropriate to the grade and character of the work as may reasonably be required.
  32. To undertake specific areas of responsibility as directed by the Project Manager.

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.