

Job Summary

BHT Sussex's Addiction Services (Detox Support Project and Recovery Project) provide a residential treatment programme for people with a history of drug and/or alcohol addiction to support them in gaining and maintaining on-going abstinence.

Following changes at the start of the pandemic, the Detox Support Project and the Recovery Project are now located together at our Ditchling Rise site. Over the coming months we will be further integrating the projects into one service. This is an exciting time for us, and we are planning new initiatives for the service, including developing our Ditchling Rise site to accommodate both projects in a re-modelled and well-designed community space.

The Project Worker will be a member of the Addiction Services team providing individual keywork, groupwork and therapeutic interventions with both a 12-Step and a trauma-informed CBT recovery focus.

The post holder's primary role will be working with Recovery Project clients, with crossover with Detox Support Project clients – e.g., we have a range of groups which combine clients from both projects. We aim to develop this service integration further over the coming months, with members of the team having, or acquiring, the expertise and skills to work with clients across the service. The post holder will have responsibility for the delivery of therapeutic interventions, including one-to-one keywork and groupwork, across the service, and will be involved in all aspects of client work, including housing management.

The Project Worker is expected to possess group work skills and a qualification in counselling, and, if not already held, to be either actively working towards this qualification or be willing to undertake this work within a timeframe required by the service manager. A working knowledge of, and a commitment to, the 12-Step Programme of recovery from addiction is essential.

Responsible To / For

- Addiction Services Senior Manager, Operational Manager and Deputy Manager.

- The Project Worker will assist in the general supervision and support provided for interns and volunteers in the service.

Significant Working Relationships:

- a) Co-Workers in the service.
- b) Addiction Services Senior Manager
- c) Operational Manager
- d) Deputy Manager
- e) Other BHT Sussex staff
- f) Other local drug and alcohol services with which the service works in partnership.
- g) Statutory and voluntary agencies concerned with the interests of the residents

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/trauma-informed environment**.
3. To ensure that the policies and procedures of BHT Sussex and the service 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 Sussex'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 to formally assess prospective clients.
9. To write reports on the service, clients or ex-clients as required by other agencies or BHT Sussex staff/management, and to attend case conferences, reviews, and consultations as appropriate.
10. To communicate appropriately and effectively with linked agencies.

11. To make use of line management and clinical supervision for ongoing professional development.
12. To collaborate in a positive and supportive way with other members of BHT Sussex's Addiction Services (Detox Support Project and Recovery Project) staff teams.
13. To initiate and maintain correspondence relating to all aspects of the role.
14. To ensure that standards of health and safety and fire safety are maintained within the service at all times and to take on any specific roles in these areas, as directed by the service manager.
15. To arrange the collection of weekly charges, in the absence of administrative staff, in accordance with agreed procedures.
16. To be part of a rota for providing an emergency out-of-hours phone response service and attending the project on an urgent or emergency basis when needed.
17. To ensure that sufficient time is devoted each week to **reflective practice** in the review of the work conducted in the service, and the progress of clients.
18. To attend BHT Sussex meetings as required, as well as meetings of outside organisations, as directed by the service manager.
19. To remain aware of current issues in residential work and in the addictions field.
20. To ensure that the service maintains a high positive profile amongst other agencies and potential users of the service.
21. To attend necessary training, conferences, and activities to maintain effectiveness and professional competence.
22. To assist, as required, in taking and managing referrals and undertaking assessments for the service.
23. To assist in maintaining required levels of occupancy and other operational objectives.
24. To undertake such other duties as appropriate to the grade and character of the work as may reasonably be required.
25. To undertake specific areas of responsibility as directed by the service manager.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex'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 Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex 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 Sussex'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.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

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.