

Job Description

Job Title:	BAME Specialist Recovery Worker
Service:	KIKIT Substance Misuse Service
Project:	Drop in Service
Reporting to:	Office Manager
Contractual agreement:	Full Time – one year (subject to review at end of contract)
Supervisory responsibilities:	Volunteers/ Placements

Purpose of the Role:

You'll make a difference to service users' lives as you develop the personal, flexible and realistic support packages they need to help turn things around. Passionate about people, you'll enjoy the scope and diversity of this role, working as part of a friendly and multidisciplinary team. As well as having a lot of involvement with partnership agencies.

You'll provide harm reduction advice and support on a 121 basis. service users and members of the wider community. You will primarily be working with Criminal Justice Clients who are historically vulnerable and hard to engage and will be required to liaise with other professionals involved with the service users care. One of the main aims of this position is encouraging people from this client group into treatment & empowering to integrate back into the community to build a brighter future.

Initially the funding is for 12 months, however, it is possible this will be extended.

The successful candidate will have a professional qualification in a relevant subject e.g. Social Work, or a L3 in drug & alcohol or equivalent. Experience and knowledge of the criminal justice system and substance abuse is desirable.

Main Duties & Responsibilities:

Role Duties

- To assist the Drop-in Coordinator in the planning and delivery of the Drop-in Service that promote ALL project outcomes for service users and families
- To provide good quality care within a secure, safe and stimulating environment.
- To assist with the running, set up and clean up at Drop-in sessions, including: data upload, programmes, support groups & all other activities taking place within the drop-in centre.
- Proven ability to work to documented processes whilst being able to work from own initiative when required
- Good problem-solving skills, with the ability to identify innovative solutions to satisfy current customer requests and be able to explore and respond to customer demands.

General Practice

- To ensure that all services users are fully registered with KIKIT Pathways to Recovery CIC, and that accurate contact information is kept for each individual.
- To ensure that service users & families/friends are aware of KIKIT's services and to sign post and refer them to additional support if necessary
- To oversee the development of community awareness, knowledge, skills and develop service user participation in the Drop-in Service
- To assist with outreach work – providing outreach one to one and awareness workshops within various venues across Birmingham.
- To build and maintain effective and positive relationships with families and colleagues, and to be able to work in a flexible way
- To assist with the supervision and support of volunteers, including: volunteer inductions and developing volunteers' skills and practice
- To ensure that all work undertaken reflects an effective promotion of equality and diversity

Policies and procedures

- To ensure that safeguarding issues are identified, accurately recorded and swiftly reported in accordance with KIKIT's safeguarding guidance and protocols
- To observe and keep accurate records of contacts and sessions for monitoring and evaluation purposes and to submit data, case studies and other written material in a timely manner to support quarterly reporting
- To be responsible for the regular upkeep of the Drop-in space, ensuring that it is compliant with Health and Safety regulations
- To update knowledge, and develop and reflect on own practice, particularly in relation to current/future training requirements or opportunities

Person Specification

Qualifications

- Minimum of NVQ/BTEC Level 3 in health or social care, or, equivalent experience

Experience

- Working within the Criminal Justice & Substance abuse sector
- Demonstrable experience of planning, implementing and evaluating sessions for vulnerable individuals
- Experience of multi-agency working
- Experience of planning & facilitating group-work
- Experience of identifying additional needs and making appropriate written referrals as overseen by a manager

Skills and Abilities

- IT Skills and Microsoft Office Packages - Word, Excel, PowerPoint, Outlook, Publisher
 - Ability to identify and set up stimulating, productive & person-centered care plan.
 - Ability to work collaboratively with colleagues
 - Ability to manage challenging behavior
 - Ability to create and maintain effective relationships at all levels with professionals, families, carers and co-workers
 - Ability to identify and report risk of harm and significant harm
 - Ability to prioritise work in order to meet targets and deadlines
 - Ability to monitor and develop own practice
 - Reliability and Discretion
 - Excellent communication skills in person and on telephone
 - Ability to work independently
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- Adaptability

Knowledge

- Good working knowledge of the Drug & Alcohol Treatment Service, mentoring & gang related issues
- A sound knowledge of legislation, practice and procedure in relation to Substance Misuse, Gang affiliation, Criminal justice, Safeguarding & Workplace ethics
- Knowledge and understanding of equalities, including health and inclusion issues

All candidates will be subjected to an enhanced DBS check.

To apply for this position please complete the application form or contact 0121 448 3883 or email info@kikitproject.org for further details.
