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| **Role Title:** | Recovery Co-coordinator |
| **Service:** | Brook Drive |
| **Reporting to:** | Service manger |
| **Number of Role Holders** | 1 |

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| **Overview** |
| Equinox Brook Drive is looking for a highly capable and motivated individual who will be able to support the psychosocial programme and the day to day running of a busy **26 bed residential drug and alcohol detox unit.** If you are dynamic and driven with an attention to detail, ability to problem solve and can think strategically then this could be the perfect role for you.  Equinox offers hope without exclusion to marginalised people that have a range of needs, including mental health problems, alcohol & drug dependence, and homelessness. |
| **Shift Pattern**  Shifts generally operate between 8.00am and 4pm, Monday to Friday depending on the requirements of the service. Some rotational weekends are required |
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| **Main Responsibilities** | |
| **1.** | Support the implementation of the operational programme for the Brook Drive Service, ensuring that contract requirements and all quality and regulatory standards are met. |
| **2.** | Form and maintain effective local links with partner agencies (e.g. care managers), service users, carers and the local community. |
| **3.** | To carry out triage and comprehensive substance misuse assessments, risk assessments and develop person centred Recovery based care plans. |
| **4.** | Maintain up to date knowledge of best practice in relation to the provision of recovery focused interventions |
| **5.** | To carry a client caseload and undertake a variety of care coordination responsibilities; supporting clients throughout their treatment journey and providing structured 1-1 key-working to all clients engaged in treatment |
| **7** | To maintain accurate and timely service user records through the case management system in compliance with our Information Governance policy. |
| **8.** | To maintain an environment whereby service users are given choice and involved as much as possible in service operations |
| **9.** | To contribute positively to the development of the group work and activity programme within the service, using both evidence-based and innovative approaches to respond to identified needs |
| **10.** | To fulfil all duties and responsibilities in relation to the safeguarding of children and vulnerable adults, identifying risks and taking appropriate action in accordance with local and organisational policies. |
| **11.** | To actively promote a positive image of Equinox, with the general public, and voluntary and statutory organisations |

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| **Knowledge and Skills** | | **D=desirable**  **E=Essential** | |
| **Experience** | | 1. D 2. E 3. E 4. D 5. E | |
| 1. Tier 4 treatment service provision 2. Experience of Recovery focused service provision for people with substance misuse and mental health needs 3. Experience of effective support planning and risk assessments 4. Experience of operational management 5. Management, development and supervision of a paid and voluntary workforce | |
| **Knowledge/Qualifications** | | 1. E 2. D 3. D 4. E 5. E 6. E | |
| 1. Knowledge of regulatory frameworks for social care and treatment 2. Knowledge of relevant Government strategies and initiatives 3. Knowledge of CQC outcomes (KLOE) 4. General understanding of treatment protocols 5. In depth knowledge of prescribed and illicit drugs in relation to referral risk management. 6. QCF Level 3 – health and social care or willing to undertake. | |
| **Policies/Procedures** | | 1. D 2. D | |
| 1. Awareness and implementation of key legislation 2. Awareness and implementation of Government drug & alcohol strategy | |
| **Systems/Applications** | | 1. D 2. D | |
| 1. Inform 2. Microsoft Packages | |
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| **Person Specification** | | | |
| **1** | An excellent understanding of the complex needs and problems that confront those with a history of problematic substance misuse | | A/I |
| **2** | Experience of working with people from a range of social, cultural and ethnic backgrounds with an emphasis on substance and alcohol misuse | | A/I |
| **3** | |  | | --- | | Good working knowledge of mental health interventions, services and good practice. | | | A/I |
| **4** | Knowledge of required standards, as laid out by the Care Quality Commission (CQC) and National Institute for Clinical Excellence (NICE). | | A/I |
| **5** | Commitment to equal opportunities and overcoming barriers to diversity and equality. | | A/I |
| **6** | An up to date and thorough knowledge of Safeguarding Children and Safeguarding Vulnerable Adults issues and procedures. | | A/I |
| **7**  **8** | An understanding of the importance of professional integrity and team work in relationships with service users, peers and other relevant professionals.  Experience of conducting assessments and developing, implementing and evaluating care plans. | | A/I |
| **9** | A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others. | |  |

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| Version number  1 | Date  22nd August | Initials TM | Initials MT | Year 2016 |