

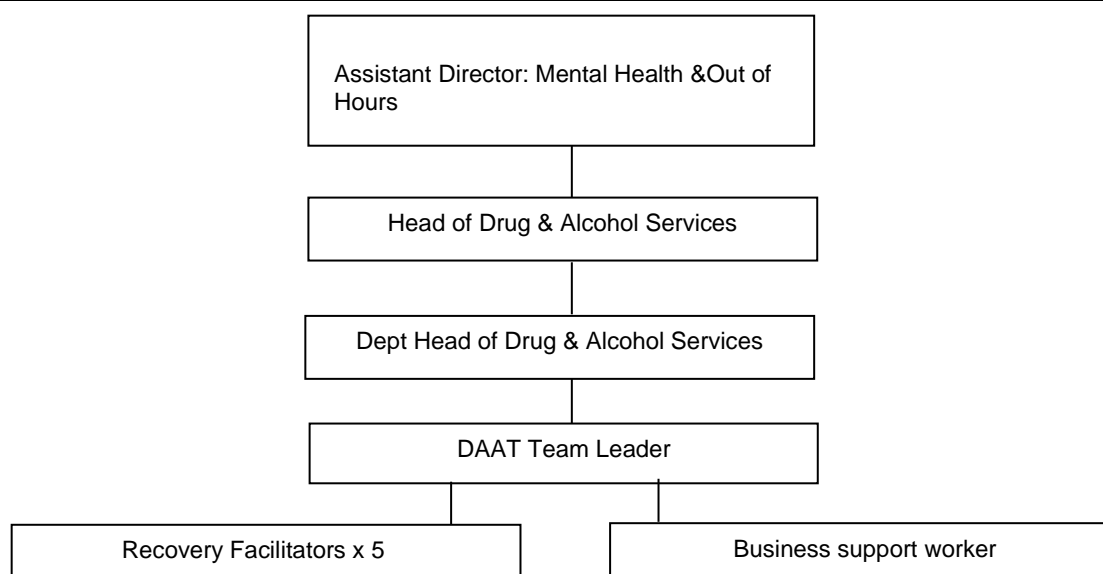
JOB DESCRIPTION

Job Title:	DAAT Team Leader – New Hope		
Directorate:	People	Salary:	£33,945 - £38,223 + LWA £689
Section:	DAAT	Grade:	BG-G SCP 25-30
Location:	New Hope	Work Style:	Fixed

Key Objectives of the role

- To lead a team of staff who will be responsible for completing triage assessments, comprehensive assessments and assessing and managing risks in respect of people who present to New Hope with substance misuse issues. To manage a small caseload of clients with differing needs and support them to recover from their addictions via individual or group sessions in order for them to improve their health, wellbeing and life chances.
- To supervise the staff within the DAAT team (Tier 3 structured treatment and recovery service) to ensure practice is consistent and to put in place measures to improve performance as required. To ensure that all staff record information in a timely way on both local and national data bases.
- To develop strong links and partnership working practices with other departments and agencies to benefit the people who use the services.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To manage the staff within the DAAT team (Tier 3 structured treatment and recovery service) on a day-to-day basis and complete appraisals for all staff members. To ensure that all staff members have performance targets set which will be monitored on a monthly basis during supervision sessions and meet their job description specifications.
- To allocated new clients across the staff team to ensure that they have a caseload which reflects the makeup of the client group in terms of complexity and need and to ensure that staff have the skills to support their caseload and that people's needs are included in their recovery plan.
- To undertake comprehensive assessments and develop recovery plans for individuals. Risk assessments will be completed for all clients and where required risk management plans will be developed in order to promote the safety of the individual, staff and wider community.
- The Team leader will also ensure that all staff complete assessments to a high standard by undertaking regular case audits for each staff member. To chair a monthly group supervision/reflective practice session in order to discuss complex cases and support staff to develop plans in relation to the cases discussed.
- To make appropriate referrals to the relevant professionals on behalf of service users. To also support staff members to be in a position to use the Risk Management Framework as required.
- To work with community services to ensure that referral pathways are in place to ensure that people do not fall through gaps during the referral process.
- To identify the needs of carers, significant others and in particular young carers and signpost or refer to appropriate services.
- To work with partner agencies and obtain information about individuals to be used to ensure that a holistic approach is taken to achieve desired outcomes and to represent the Council at meetings.
- To ensure that the group programme is regularly reviewed, and gain service users views as to the content and work with the Deputy Head of Service to make changes as required.
- To deputise for the Deputy Head of Drug and Alcohol Services as required, attend meetings and lead on specific projects as requested.
- To undertake care plan reviews in order to identify progress towards agreed outcomes and complete review TOP's.
- To provide advocacy services to people who are within the treatment system or those seeking to enter treatment who may need help with accessing other health and social care services or resolving issues relating to their treatment and working with them to ensure the required services are received.
- To enter confidential data into both local and national data systems on the people using drug and alcohol services.
- To be aware and fluent in safeguarding process and support the team to manage safeguarding concerns.
- To ensure building health and safety is managed and any issues are reported.

Scope of role

To ensure that high quality Substance Misuse recovery services are provided to people who are in need of support.

Supervision of five Recovery Facilitators and the Business Support Officer

Working in partnership with other departments and agencies.

All employees working with children, young people and adults at risk have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Extensive experience of working within a Tier 3 substance misuse service</p> <p>NVQ 2/3 or equivalent in Health & Social Care or Equivalent.</p> <p>Good Standard of Education – GCSE English and Maths or equivalent.</p>	<p>Motivational Interview Training</p> <p>Cognitive Behaviour Therapy Training</p> <p>Diploma or higher qualification in substance misuse</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>IT literate and competent in use of Word, Excel, Power-point and In-house systems LAS, Smart Office and the National Drug Treatment Monitoring System</p> <p>Experience of working with people who may exhibit challenging behaviours</p> <p>Experience of managing staff, setting targets and managing performance</p> <p>Working knowledge of complex needs including mental health issues, domestic violence, homelessness, sex working, Criminal Justice</p> <p>Ability to deliver substance misuse interventions both office based and out in the wider community and support staff in respect of lone working</p> <p>Time management skills.</p> <p>Ability to work in a non-discriminatory way and within equal opportunities framework.</p> <p>Ability to extract data and prepare reports</p> <p>Previous experience of undertaking comprehensive assessments, risk assessment and developing recovery plans</p>	<p>Knowledge of substance misuse and the impact of it on communities</p> <p>Management qualification</p>

A good understanding of child protection issues and ability to take appropriate action to safeguard children and young people at risk of harm

A good understanding of and commitment to the requirements of safeguarding adults at risk

**Work-related
Personal
Requirements**

A flexible approach at all times.

Ability to work effectively within a team and to work using own initiative without supervision.

Able to work within a busy and demanding environment.

Maintain a professional attitude at all times.

Ability to work in a non-discriminatory way and within equal opportunities framework.

Ability to facilitate change and work with others.

Due to the sensitive and confidential nature of this role a high level of personal integrity is essential.

Ability to prioritise, allocate and manage a demanding workload.

Excellent organisational skills

Excellent communication skills, both oral and written.

Ability to communicate effectively with staff and the public.

Ability to work as an effective member of a team.

Good knowledge of the criminal justice system.

**Other Work
Requirements**

Prepared to undertake training essential to carry out tasks required.

To attend meetings out of core hours as a representative of the organisation when necessary.

Full driving licence and access to a car.

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

A satisfactory enhanced Disclosure and Barring Service Check.

This post is exempt from the Rehabilitation of Offenders Act 1974

The ability to converse easily with members of the public and respond effectively to questions in spoken English

The ability to attend meetings outside of core working hours and represent the services.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

