

Apprentice Recovery Practitioner

(Salary as advertised)

Redbridge

37.5 hours per week

As advertised

1. Main purpose of the role

The Apprentice Recovery Practitioner will work as a key part of the wider multi-disciplinary team in our Redbridge service and will:

- ▶ Assist Recovery Practitioners in providing a high-quality service for vulnerable people who have multiple needs.
- ▶ Conduct assessments, develop recovery plans, risk management and service user engagement plans.
- ▶ Ensure that individual needs assessments and support plans are developed and regularly reviewed in conjunction with the individual concerned and other appropriate professionals, carers and advocates.
- ▶ Co-deliver regular groups with vulnerable people.
- ▶ Support the completion of service marketing around specific awareness raising events, e.g. Alcohol Awareness Week.
- ▶ Develop strong relationships and liaise with local stakeholders and community groups such as GPs, social services, mental health and learning disability services, learning, volunteering and employment services to ensure how service users' needs can be best met. These should include statutory and voluntary sector services.
- ▶ Follow a work plan devised by their line manager.
- ▶ Attend relevant project related and WDP wide training and practice sharing forums.
- ▶ Identify, assess, and recruit suitable service users to the suitable group programmes.
- ▶ Undertake either a Level 3 Lead Adult Care Worker apprenticeship qualification with our chosen training provider. This will include Maths and English functional skills if you do not possess English and Maths GCSE grade C or above (or equivalent qualification) and the documents to evidence this. The apprenticeship will last 16 months, the successful candidate must be committed to allocating the time required to complete this.

2. Reporting and working relationships

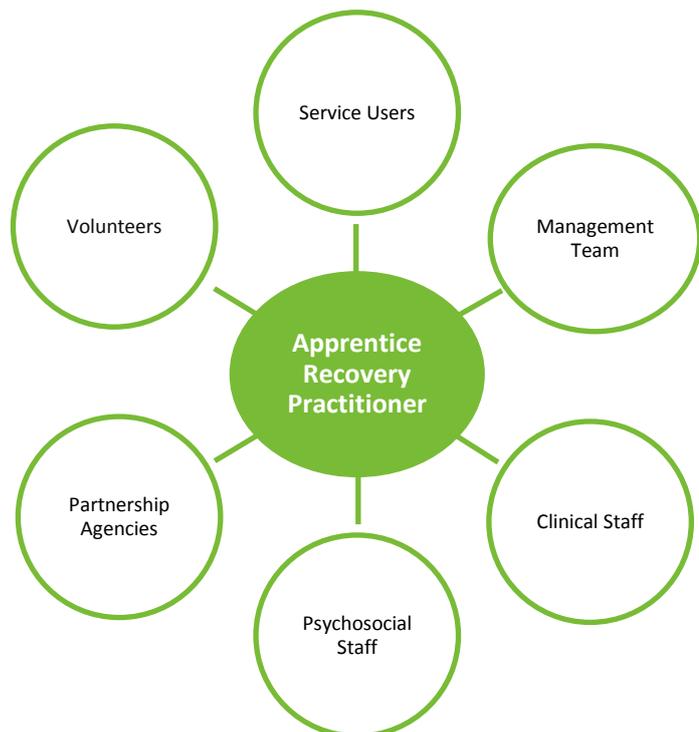
Reporting relationships:

- ▶ Reports to Team Leader



Working relationships:

- ▶ Service users
- ▶ Management Team
- ▶ Clinical Staff
- ▶ Psychosocial Staff
- ▶ Partnership Agencies
- ▶ Volunteers



3. Role-specific responsibilities

3.1 Deliver value by:

- ▶ Providing the service’s key activities: assessment, implementation, monitoring and review of Wellbeing Recovery Action Plans.
- ▶ Supporting a caseload of adults with substance misuse problems, monitoring and reviewing their Wellbeing Recovery Action Plans.

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| | <ul style="list-style-type: none"> ▶ Building and developing service users’ personal strengths, social networks and recovery capital (social, physical, human and cultural). ▶ Effectively and proactively signposting service users into a range of health and social care services that support their recovery ▶ Providing a range of flexible and effective psychosocial interventions including: abstinence-based Recovery Day Programme and other evidence-based interventions |
| 3.2 | <p>Ensure safety by:</p> <ul style="list-style-type: none"> ▶ Recording all documentation and case notes to a high standard and within required time frames. ▶ Supporting information sharing and shared processes to affect a safe, seamless and successful treatment journey. ▶ Working collaboratively and proactively with peers to ensure that services are fully co-ordinated and risk and safeguarding concerns are appropriately monitored and actioned. |
| 3.3 | <p>Increase effectiveness by:</p> <ul style="list-style-type: none"> ▶ Managing performance at an individual level through: self-management; delivery of goals and tasks set; delivery of contractual requirements, targets and outcomes. ▶ Actively engaging in opportunities for learning and development at an individual and team level, including attendance at all statutory and mandatory training. ▶ Working to operational management systems of supervision, appraisal and induction. ▶ Working collaboratively, creatively and flexibly to develop recovery outcomes across the partnership. ▶ Developing competencies to effectively deliver a range of psychosocial and other interventions undertaking training matched to the role as required. ▶ Working to data collection procedures and reporting to ensure effective recording of performance monitoring, outcomes, and service user information. |
| 3.4 | <p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the team ▶ To participate constructively and positively in meetings to promote and support communication channels within the organisation ▶ To comply with WDP’s policies and procedures ▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable. ▶ To comply with Infection Prevention and Control policies ▶ To observe professional integrity in relationships with all stakeholders ▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures. |

4. WDP’s commitment to you

WDP works within the following framework and requires all employees to do the same.

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| 4.1 | <p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p> |
| 4.2 | <p><u>Recovery</u></p> <p>WDP is a recovery-focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p> |
| 4.3 | <p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p> |
| 4.4 | <p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p> |
| 4.5 | <p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP's services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p> |
| <p>5. Your commitment to WDP</p> | |
| 5.1 | <p><u>WDP Vision, Mission and Values</u></p> <p>Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.</p> |
| 5.2 | <p><u>Vulnerable children and adults</u></p> <p>Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.</p> |
| 5.3 | <p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with service users, peers and other relevant professionals.</p> |

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| 5.4 | <p><u>Health & Safety</u></p> <p>Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.</p> |
| 5.5 | <p><u>Confidentiality</u></p> <p>Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.</p> |
| 5.6 | <p><u>Information Governance</u></p> <p>Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.</p> |
| 5.7 | <p><u>Continuous Professional and Personal Development</u></p> <p>Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.</p> |

The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.

Person specification

E/D Measured by

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).

Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

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| 1. | Education, knowledge and experience | | |
| 1.1 | English and Maths GCSE (or equivalent) at grade C or above. | D | A/I |
| 1.2 | Good IT skills. | E | A/I |
| 2. | Abilities and skills | | |
| 2.1 | Respectful of others. | E | A/I |
| 2.2 | An interest in group work programmes and supporting others. | E | A/I |

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| 2.3 | An empathetic nature. | E | A/I |
| 2.4 | A friendly helpful manner. | E | A/I |
| 3. Working within WDP's framework of commitments to employees | | | |
| 3.1 | A commitment to engaging with, understanding and promoting WDP's values, vision and mission. | E | A/I |
| 3.2 | An understanding of and commitment to safeguarding best practice. | E | A/I |
| 3.3 | An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals. | E | A/I |
| 3.4 | A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users). | E | A/I |
| 3.5 | An understanding of and commitment to treating all information acquired through the course of your employment as confidential. | E | A/I |
| 3.6 | An understanding of information governance processes and a commitment to follow and apply all necessary safeguards. | E | A/I |
| 3.7 | 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. | E | A/I |
| 4. Key competencies | | | |
| 4.1 | Intermediate Microsoft Word and Excel skills | E | A/I |
| 4.2 | A proactive work ethic, with an ability to work on own initiative, and to agreed deadlines under pressure. | E | A/I |
| 4.3 | Strong written, verbal and non-verbal communication skills. | E | A/I |
| 5. Equality, diversity, vision, mission and values | | | |
| 5.1 | An empathy for and understanding of our mission, vision and values. | E | A/I |
| 5.2 | Commitment to equal opportunities and overcoming barriers to diversity and equality. | E | A/I |
| 5.3 | Experience of working with people from a range of social, cultural and ethnic backgrounds. | E | A/I |

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| 5.4 | Experience and commitment to supporting and working within diversity awareness environments. | E | A/I | | |
| 6. Circumstances | | | | | |
| 6.1 | Able to travel as required for the role and attend meetings and other activities outside office hours | E | A/I | | |
| 6.2 | A flexible approach to workload. | E | A/I | | |
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| | | | Authors | | |
| | Version number | Date | Initials | Initials | Initials |
| | 1.0 | August 2018 | AW | DDS | |
| | 1.1 | March 2018 | KB | | |
| | 1.2 | August 2019 | KB | | |