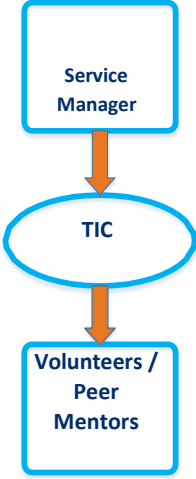
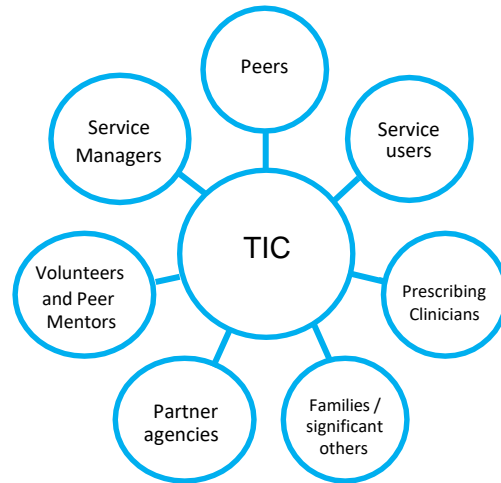


Job Title:	Targeted Interventions Coordinator
1. Main purpose of the role	
<p>Under the direction of the Service Management team, the post holder will take a lead on the coordination of Targeted Interventions such as brief interventions, group work and assertive outreach across the service.</p> <p>The post holder will be responsible for the coordination of low-level interventions to identified target groups and individuals who are considered to be at risk of harm through substance misuse.</p> <p>The post holder will coordinate the development of pathways in partnership organisations that encourage professionals to screen young people in order to identify any issues early and provide the opportunity to intervene and support.</p> <p>The post holder will recruit, induct and manage students on placement and service volunteers and peer mentors to promote, coordinate and support meaningful targeted interventions.</p>	
2. Reporting and working relationships	
<p>Reporting relationships:</p> <p>The role will report directly to the Service Manager.</p> <p>The role will supervise Volunteers and Peer Mentors.</p>	 <pre> graph TD SM[Service Manager] --> TIC((TIC)) TIC --> VM[Volunteers / Peer Mentors] </pre>

Working relationships:

This role is vital to the development and continuity of the service, necessitating a flexible attitude to multi-agency working.


3 Role-specific responsibilities

3.1	To lead and maintain the coordination of an effective Targeted Interventions service across The Corner
3.2	To work alongside the service manager / team leader to identify partners and work together to develop localised pathways that ensure young people are screened for substance misuse
3.3	To increase capacity for the provision of targeted interventions within the service working directly with the YIACS services. This will include supporting staff who are supported by volunteers to deliver programmes of targeted interventions
3.4	To develop and deliver group work programmes for targeted groups of young people engaging in risk taking behaviour
3.5	To develop and support the delivery of outreach work to identified target groups
3.6	To coordinate the promotion of the service positively within the local area
3.7	To recruit, coordinate and support volunteers and peer mentors to maximise the provision of information, advice and guidance
3.8	To work alongside the data administrator to implement effective monitoring procedures and to ensure quarterly and annual targets are met
3.9	To analyse data to identify gaps in provision and areas where the service can make a positive impact
3.10	To ensure the promotion of meaningful Service user involvement within The Corner
3.11	To coordinate service requests for targeted activity and ensure timely and adequate cover by staff and volunteers
3.12	To develop and support the delivery of extended brief intervention programmes
3.13	To support the coordination and development of the service's social media activity
3.14	To deliver programmes of ad-hoc training to professionals
3.15	To be responsible for the risk management and H & S compliance of Targeted Interventions activity
3.16	To ensure that safeguarding practice is embedded across all targeted interventions activity and to work with the Designated Safeguarding lead to escalate any safeguarding concerns

3.17	To establish, maintain and develop links with partner agencies and local support services
3.18	To ensure that targeted intervention records are maintained effectively and stored in accordance with GDPR
3.19	To work towards the achievement of outcomes / targets as per the Service Level Agreement, to ensure consistently high standards of service delivery
3.20	To produce service activity reports (qualitative and quantitative) on key work-streams, including Targeted Activity and Partnership working
3.21	To ensure all record keeping, outcome monitoring and data collection is maintained and delivered to management in a timely fashion as and when required
3.22	To support the smooth running of the service, by contributing to tasks such as reception, duty cover, and 'on call' duties on an ad hoc basis.
3.23	Provide health education especially in regard to harm minimisation, blood borne viruses and overdose prevention.
3.24	Where appropriate, assist and carry out appropriate screening processes including DBST, urine and saliva tests, after completion of appropriate training or demonstration of relevant experience.
3.25	To carry out key harm reduction strategies such as facilitating supported access to Needle Exchange and distribution of Naloxone, after completion of appropriate training or demonstration of relevant experience.
3.26	Support the delivery of prevention initiatives to young people, including local and national campaigns.

General Terms of Reference

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required
- Work flexibly within an agreed number of hours to work and maintain the most appropriate level of service provision. This may include evening and weekend cover
- Seek to improve personal performance, contribution, knowledge and skills
- Participate in appraisal, training and supervision processes
- Keep abreast of developments in services, legislation and practice relevant to the client group
- Ensure the implementation of all CGL policies
- Contribute to maintaining safe systems of work and a safe environment
- Undertake other duties appropriate to the grade of the post

This post is subject to a Disclosure and Barring Service check at an enhanced level. (Applies to all roles where regulated activity is undertaken.)

Staff will need to work flexibly across operational sites as required and to work flexibly within an agreed number of hours to maintain the most appropriate level of service provision. This may involve evening and weekend working.

Person specification

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; interview; and/or exercises.

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.

1	Education, knowledge and experience	
1.1	Experience and knowledge of working with young people under 18	E
1.2	Experience and knowledge of working with young people who use drugs or alcohol	E
1.3	Experience of developing group work programmes and/or facilitating groups	E
1.4	Experience of delivering training programmes	E
1.5	Experience of supporting and/or managing volunteers, peer mentors and students	E
1.6	A clear understanding of the need for, and ability to deliver, quality services	E
1.7	A knowledge of issues facing young people today	E
1.8	Experience of contributing to project development	D
1.9	Experience of delivering interventions that reduce risk among young people	D
1.10	Experience of identifying, liaising and working with professions from a variety of services	E
1.11	Commitment to involve service users in service development strategy development and initiating change	E
1.12	Knowledge and experience of social networking sites and an understanding of the benefits of e-safety	D
1.13	Knowledge of drug and alcohol related problems their impact upon individuals, families and communities	E
1.14	Experience of engaging with young people in a professional setting	E
1.15	Knowledge and experience of safeguarding procedures	D
1.16	An understanding of and commitment to treating all information acquired through the course of your employment as confidential, both during and after your employment ends	E
2	Abilities and skills	
2.1	Communicate confidently and effectively, verbally and in writing	E

2.2	Respond flexibly to the demands of the post	E
2.3	Work as a member of the team	E
2.4	Show a capacity to work alone and the ability to keep calm under pressure	E
2.5	Understand and have a commitment to the principles of equality opportunity and diversity	E
2.6	Employ a professional, empathetic and non-judgemental attitude towards service users	E
2.7	Show a commitment to facilitating positive outcomes for service users	E
2.8	An ability to travel between different locations within the service	E
2.9.1	Knowledge of local services and geography	E
2.9.2	Knowledge of drug and alcohol policies and interventions designed to address substance misuse	E
3	Working within CGL's framework of commitments to employees	
3.1	A commitment to engaging with, understanding and promoting CGL's values and vision.	E
3.2	An understanding of and commitment to safeguarding best practice.	E
3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E
3.5	An understanding of and commitment to Equality, Diversity and Inclusion best practice with a particular focus on engagement with hard to reach and marginalised service users.	E
3.6	An understanding of and commitment to treating all information acquired through the course of your employment as confidential, both during and after employment ends.	E
3.7	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E
3.8	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